

## Site Surveying

If you should already have plans for your home these may be used as a basis for the concept development. These plans may of been provided by an estate agent, originate from a previous planning application, or, you may wish to create your own hand-drawn sketches. This can help to save you money.

You will need to ensure that the plans you have include accurate measurements for your home. You can either add figures to any existing plans you have, or, write in dimensions on your own hand-drawn sketches (you just need a tape measure). If you sketch your own drawings they do not have to be drawn to scale, but you do need to put accurate measurements on the drawing. The dimensions should preferably be in metres, but, you can use inches if you prefer; use the following steps as a guide:

1. On a sheet of blank paper (A4) draw the rough shape of the outline of the property floor (this will be a 'Plan'), starting with the ground floor. Don't worry if you get it wrong, just start again on a fresh sheet of paper. It is best to use a whole A4 sheet of paper for each storey if you have more than one storey.
2. Note the direction of the **internal walls** (important), and the position of doors, windows and stairs.
3. Now use a tape measure to measure (use metres, or inches, if you prefer) the distances between, or along, the walls. Write down these **dimensions** (important), as you take them, on your floor plan sketch.
4. It is easier to lay the tape measure on the floor. If there are obstacles in the way furniture, kitchen units, etc. then get someone to help you by holding the tape measure on the wall.
5. Measure the floor to **ceiling height** (room height) by running the tape measure vertically up wall.
6. If there are different floor heights (steps), or, different ceiling heights, take note of these.
7. Count the number steps on the staircase, and take note.
8. If the property has another storey (first floor, etc.) repeat the above steps 1. to 6. for the next floor/s. Write down all the dimensions that you measure.
9. If it is possible, take measurements around the outside of the building.
10. Take note of any external step, or steps, if any, at the external door entrance/s (e.g. front door, rear kitchen door) the number steps and measure their height.
11. Take a few photographs of the building's exterior walls (front, rear, side, if applicable).
12. Take a few photographs any internal complex wall junctions/door layouts, such as in the hallway and on the 1st floor landing.

The following image is an example of a sketch indicating what basic information there should be on your drawings.

Example sketch:

