

YOUR DESIGN CONSULTATION

Discover the 3 Steps to transforming your home
with a stunning new living space

Welcome from Hallmark Glazed Extensions

The team at Hallmark Glazed Extensions believes in creating a harmonious and inspiring living environment that evokes positive emotions for an individual, with family or friends. Achieving this by connecting your home with nature so that it can be enjoyed all year round. We are passionate about enhancing the well-being within the home for our clients through thoughtful design that is spacious and functional.

With a company ethos that cares and believes in personal interaction throughout your Hallmark experience from design through to installation. Our friendly team are here to help you achieve the vision for your perfect living space. If you have any questions we are always at the end of a phone call and no question is too big or small.

This guide has been created to provide you with clarity about the journey ahead.

Best wishes

Marcus

Marcus FitzGerald
Director



Our Values



Air:

Flexible and open-minded



Space:

Innovate and simple



Light:

Guide and inspire



Nature:

Evolve and adapt



Fire:

Focus and energy



Earth:

Nurture and stable



Water:

Flow and cohesion

Adding a stamp of quality to your home...



At Hallmark Glazed Extensions we are committed to individual design, making every project bespoke to your needs and meet your aspirations. This is emphasised by not having installed two projects of the same design!

Our experienced project design consultants have extensive knowledge on providing valuable home extension design, planning and building work advice.

We will always ensure that your new glazed installation is a space that can be used all year round and compliments the architecture of your home.

The design consultation process ensures we understand exactly what you want from your home. Through a collaborative approach with your designer who will create the ideal living space that, importantly, can be built.

With everything being taken care of by the team at Hallmark, from design to installation, including any associated planning or building regulation applications, there is no requirement to seek additional 3rd party design services.

Are you ready to take the next steps to transforming your home?

Here is what the process looks like...

1. The Design Consultation
2. The Design Process
3. The Project Timeline

Step 1 - Design Consultation

Imagine having a place at home to laugh with family, entertain friends, relax and unwind...

From our designers perspective, the first design consultation is the most important meeting. Our professional team of experienced industry designers will act as a guide and solution provider for you, our client, with each project designed personally for you, from concept through to a built reality.

Before we get into any specific details we like to have an informal chat with our clients so we get to know you, understand your current home environment, the motivation behind the project and understand what you are trying to achieve. This also gives you a good chance to ask any questions you may have, learn more about what we have done for past clients and how we work.

Building trust and confidence is key at the start of any home improvement project as we appreciate this is an important financial investment for you and your home.

The four key considerations of your design consultation...





Purpose & Functionality

What sort of living space do you want and need? Your designer will need to understand what you like about your existing property and identify anything about the property that does not quite work for you. Perhaps there are areas that do not flow, no communal space, limited natural light, or a lack of access to garden views.

This is often one of the key areas that people get wrong in the first place. Spending a little time thinking and deciding what you want and need your new living space to be could save you a lot of time and future headaches.

We know it can be hard to visualise the realistic size that your new extension needs to be, therefore, your designer will advise the appropriate dimensions and space required based on how you envisage using the new room.

Aesthetics

We like to discuss with you your initial design preferences, whether that be traditional or contemporary, and understand the reasons for them. If you are not sure, then our experts are happy to advise, making sure that the design suits any existing property architecture.

With a variety of frame material and detailing options along with colour preferences, you will not be restricted in the design. We know this is a personal preference so we offer many options to ensure you get your dream extension.

Technical Considerations

We initially identify any potential existing property building obstacles that may dictate design style or impact existing foundations, drainage, boiler flues and nearby trees. Once a decision is made to proceed with your project everything will be accounted for when a full technical site survey is carried out to ensure the enabling works and installation process is smooth and stress-free.

Planning applications and building regulation requirements are all taken care of by our expert specialist support team. They will provide full guidance and we will deal with appropriate documentation on your behalf so you do not have to.

Designing to a Budget, Wish List & Priority List?

We understand that everyone has an initial budget in mind when they first enquire.

Therefore, it is very important that this is discussed with your designer so that appropriate guidance can assure a design solution that meets your requirements. To enable your designer to create concept visualisations and provide a detailed investment proposal, the following three categories require consideration;



A Budget - This is the realistic financial investment that you are prepared to allocate to your project in order to get the living space you want. For example, a 4.5m x 4m (18 sqm) aluminium framed orangery, used as a lounge/dining area, including all associated building works, under-floor heating and lighting will realistically require approximate £80-70k investment depending on various factors. (Or, from approximately £25k for a replacement conservatory of a like-for-like design on to an existing base).

A Wish List - This includes all the features that you would ideally love to have as part of your new orangery/conservatory/sun room such as bi-fold doors to open up and create a sense of flow with your garden. Although, depending on the budget French doors may be an alternative solution. Whilst the preference may be to have aluminium frame finish a compromise may be to have alternative pvc frames instead or a combination of both.

A Priority List - This is a list of all the features that you need and must have from your new living space. To be specific, a list of everything that cannot be compromised. For example, open plan living with a knock through from the existing kitchen area to create one big central space to enjoy with family and friends. Open plan living therefore has associated building work costs and building regulation fees. Or, a large roof lantern to ensure maximum natural light that provides an alternative bright and airy ambience to that of the existing rooms of the property.

Through open and honest conversations to understand your requirements, it allows for the designer to create a dream living space that you want and are happy to invest in. At Hallmark we believe that you should never have to compromise on quality, regardless of your allocated budget. The only compromise would be in design style, size or choice of frame materials.



Step 2: Your Bespoke Design Process – Discover Your Perfect Package

Transforming your home with a new living space does not have to be an overwhelming task. No need to imagine anymore, here is how we help you visualise your new living space...

Having discussed your wants, needs, design possibilities and established the realistic investment to achieve the desired goal, the designer, with your agreement, will proceed to the design concept and quotation proposal stage. Working closely with you to find a solution that you are happy to agree upon and become a built reality.

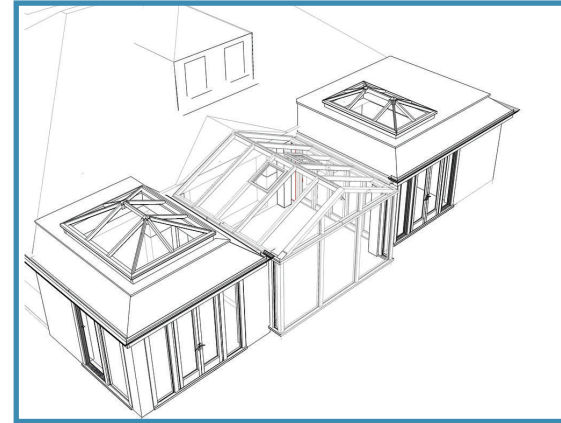
Our Guarantee to You

Once we move forward in the design process, we will provide complete transparency about the investment required for your finished glazed extension.

Initially we will work towards a design that meets your priority and wish list, if at any time we believe we are going to be outside of your ideal budget, we will make sure we discuss any necessary changes to the design in detail.

What is included in your Design Package as standard [See Option 1]:

- **A site survey** – We measure the space and take important levels which allows us to design exactly to your needs.
- **Initial sketches** – Here is where we begin to create a design based on the discussions we have had so far from our design meetings together. An investment estimation is provided at this stage.
- **Design reveal** – Visualise your new living space before it is even built. Including initial concept, update and final review stages.
- **Your investment** – Your approved 3D concept design is then accurately quantified providing us with the exact investment required to build your new glazed extension. No financial guessing, no surprises.





The design stage and quotation process is dependent on the level of project complexity and time involved to produce the desired outcome. Therefore we advise two Design Packages;

Option 1 – Design Concept Package:

If you are needing a simple re-design of an existing glazed structure onto an existing base or a new design that does not require elements of reconfiguration with the existing property, this package is the perfect way for you to get started. We will create and present to you a personal design pack based on your brief including;

- On site consultation and survey
- A face to face meeting with the designer to discuss your initial design concept and regular digital meetings to discuss the project as it progresses
- Set of 3D concept visualisations based on one design brief
- Material and technical specifications
- A clear and exact investment proposal for the frame and glazing superstructure
- An estimate for the associated building work

Your Investment: **Complimentary service**

Option 2 – Design & Feasibility Study Package:

For or more complex projects which involve additional design consideration and options to arrive at the ultimate solution a chargeable 'Design and Feasibility Study' fee is required. For example a space for open plan living involving structural knock through of existing walls, side return extensions, specialised knowledge and maybe third-party professional consultations.

It is our normal practice to provide a standard Pre-Contract Form of Agreement. This outlines the services we will provide to you and the proposed fees.

Typically includes...

- On site consultation and survey.
- Up to three face to face meetings and regular digital meetings with your designer to discuss the project as it progresses.
- Two different design briefs and modification revisions as appropriate.
- Site visits by members of our technical team and 3rd party specialists, such as builders, roofers or a structural engineer, as required.
- 2D and 3D Concept illustrations.
- External and internal photo realistic rendered images of your final design preference based on frame material and specifications.
- A clear and exact investment proposal for the Hallmark Glazed Extension superstructure, including the supply and installation of the roof, frames, glazing and weathering to your property.
- Detailed investment proposals for third party specialist trades, as required, including associated building works involving foundations, steel work, electrical/lighting, underfloor heating, flooring and decorating
- Should you wish to proceed with a confirmed order, within 21 days of the final agreed proposal, the 'Design and Feasibility Study' fee will be refunded against the project quotation.



Your Investment: **From £750** +VAT dependent on the size and complexity of the project.



After revealing the design, we will make sure you are completely satisfied; we keep working with you until it is perfect. Once a design is agreed on, we hope you will be ready to place your order with us. When you agree to proceed with a confirmed order we will complete a final technical site survey before submitting a planning application, if required, and scheduling in our manufacturing and installation timeframe.

Step 3: From design to a built reality...

Your typical project timeline.



How long until you can use your new living space?

Excluding whether planning applications are required, which will always add a minimum of 12 weeks to your lead time; the realistic time frame for the work to be carried out is 3-6 months depending on manufacturing and existing client project schedules.

Planning Applications

Going through the process of acquiring planning permission for your build can be lengthy and stressful. Especially the case if you have a listed building, in an area of outstanding natural beauty, a conservation area, or a National Park.

We believe that this process should be as stress-free as possible. Our Planning Coordinator will take care of the planning application process for you, so you do not have to. Allowing you more time to plan the fun aspects such as decor and furnishings!

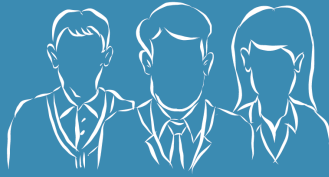
1



1-2 weeks for our Installations Manager to carry out technical site survey.

Typical Project Timeline: 1 - 2 weeks

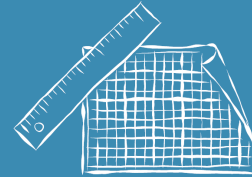
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1-2 weeks for confirmation drawings to be produced by our CAD team, for your approval.

Typical Project Timeline: 2 - 4 weeks

3



1-2 weeks for the final construction drawings to be produced and provided for manufacture.

Typical Project Timeline: 3 - 6 weeks

4



4-6 weeks for manufacture, [depending upon current work in progress] during which time, the builder will normally carry out the necessary base work.

Typical Project Timeline: 7 - 12 weeks

5



2-4 weeks for the frame construction to be erected, glazed and weathered back to the host wall by our Installation team.

Typical Project Timeline: 9 - 16 weeks

6



1-2 weeks for the builder to finish 2nd fix of the electrics, plumbing, where required, plastering, floor screed, underfloor heating, where required, and flooring.

Typical Project Timeline: 10 - 18 weeks



We are very pleased with the appearance. The design, angles, guttering and profile of windows with mouldings all work well in our opinion. Thank you both for your input and steer to achieve the result. Peter and Marcus were exemplary in their workmanship and helping me to understand and satisfy my curiosity. They battled against very high temperatures and a June which had over 200% of the average rainfall in our area. Very grateful to them.

Mr & Mrs Armstrong – Tunbridge Wells



Your design blends in with the house so well. Looks like it was built at the same time as the house was built. Clever.

Mr Hook – Tunbridge Wells



I am absolutely delighted with the Orangery, it looks wonderful. All or any of you are welcome to pop in to see how it has turned out. Thank you so much for your help, smoothing over the rough patches. Please also thank everyone involved for their consideration, sense of humour and excellent standard of work.

Mrs Fowler – Saltdean



I am delighted with the finished conservatory and thank you for your advice, customer service and professional care in making this happen, the space has transformed the property and added a beautiful entertaining area.

Mr Lake – Hailsham

5 things to prepare in advance of your consultation

1. **Create a Vision Board** of how you envisage your ideal space to be used and to look e.g. furniture, decor, occasions, architecturally.
2. **Create a Desires Wish List** for your home of all the aspects you would like or want to have so that you can enjoy your new living space to its full potential.
3. **Create a Need Wish list.** Think about your existing property, what it is you like or dislike about the current configuration e.g. beautiful garden but are unable to enjoy from inside, dark rooms with limited natural light, limited entertaining space.
4. **Decide on your Project Budget.** It is important for us to understand what you are prepared to invest in your project so we can design accordingly whilst aiming to achieve your Desire and Needs Wish List.
5. **Look forward to your consultation.** It is the exciting next step toward creating your new living space!

Desires Wish List Notes

Needs Wish List Notes

Find us on  and on 

fb.com/HallmarkGlazedExtensions
instagram.com/hallmarkglazedextensions

"I hope you have found this information useful as it explains
the journey ahead from design to installation. I know the
team will be excited to start working on your dream project"
Marcus