

Commercial pre-construction checklist

A practical early-stage checklist for commercial and development projects. Use it to structure discussions; it is not a substitute for project-specific professional advice.

01	Business case	Confirm objectives, success measures, budget authority and the people who can make decisions.
02	Site control	Understand ownership, lease terms, options, access arrangements and relevant third-party rights.
03	Planning strategy	Review use, pre-application position, constraints, consent route and likely planning conditions.
04	Surveys and due diligence	Plan measured, condition, structural, utilities, drainage, asbestos, ground and ecology work as relevant.
05	Project brief	Set accommodation, areas, performance, quality, operational and landlord requirements.
06	Cost plan	Allow for construction, preliminaries, inflation, risk, fees, VAT and clearly stated exclusions.
07	Programme	Map approvals, design, procurement, lead times, enabling works, construction and occupation.
08	Design team	Agree appointments, scope, deliverables, information exchanges, dutyholders and approval responsibilities.
09	Procurement	Choose the route, tender list, evaluation method, contract form and responsibility matrix.
10	Delivery readiness	Resolve logistics, neighbours, phasing, working hours, temporary works, commissioning and handover.

A useful next step

Bring the available information together in one brief, record what remains unknown and agree who is responsible for resolving each point.