

YOUR PROJECT BRIEF

Client Name: _____

Phone: _____ Email: _____

Site Address: _____

(Or link to estate agent's property particulars)

YOUR PROFILE

Brief description of you/your family? _____

What are you hoping to achieve with this project? _____

SITE

Are there any particular site constraints? _____ OTHER: _____

Do you own the property?

If yes, how long have you lived there? _____

If no, at what stage are you in the buying process? _____

Description and condition of the existing property: _____

Are there particular site features that you like or dislike?

(Views, outlook, sunlight etc.) _____

PROJECT BUDGET & TIME SCALES

What is your total project budget?

(We'll help you budget for construction, VAT, consultants, incidentals and contingency) _____

Ideal dates for commencing and completing the project?

(Any key dates or milestones to consider along the way?) _____

LIFESTYLE & USE

Describe your current home

(What works, what is missing and what would you change?)

Describe your current lifestyle & routine

(Which spaces in your home are most important to you?)

What requirements do you have for your future home?

(How might any long-term plans affect the use of your home?)

Do you have any accessibility requirements?

(Now or in the future?)

SUSTAINABILITY & EFFICIENCY

Any areas of your home that are under performing?

(E.g. Too cold/hot, draughty or generally not comfortable)

Any sustainability or energy efficiency goals?

(E.g. EnerPHit, PassivHaus, Net Zero etc)

OTHER INFORMATION

Can you provide any site photographs, measured building survey, estate agents plans or other relevant information?

Do you know of any relevant precedents in your local area?
