

CHAPLIN CROOKS

architects



Preparing an Architects Brief for a Residential Project

A Client Guide

The following list of topics is designed to prompt thought about various aspects of your project.

They won't necessarily all apply and there could well be important items that are not mentioned. It is simply a good starting point for discussion.

GENERAL

What type of home do you envisage & what are your overall project aims?

PROJECT PURPOSE/AIMS:

FAMILY SIZE/NUMBER OF OCCUPANTS/PETS:

HOW YOU LIVE AND ENTERTAIN:

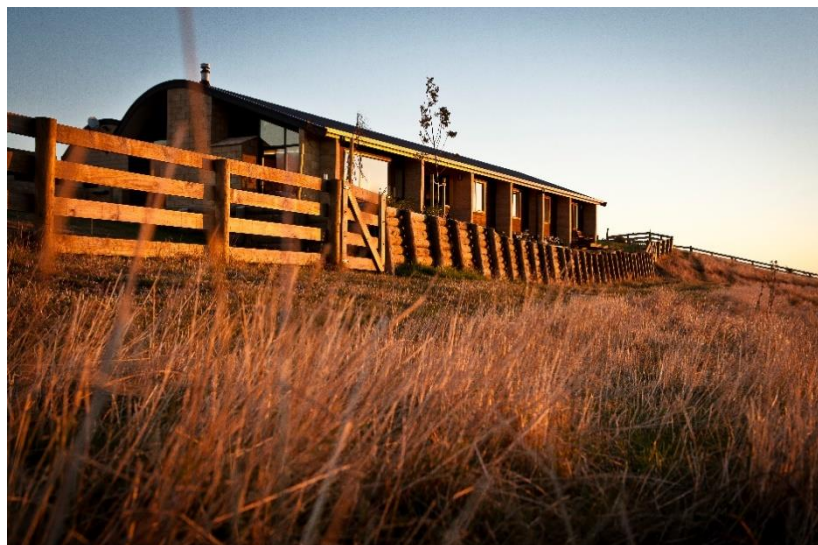
FLEXIBILITY OF USE/WORK FROM HOME OPTIONS:

LIKELY PERIOD OF OWNERSHIP:

OTHER IMPORTANT FACTORS:

SITE

What do you consider are the important features of your site and surroundings?

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SPATIAL

What are your spatial and planning requirements?

APPROXIMATE SIZE:

TYPE AND NUMBER OF SPACES REQUIRED:

RELATIONSHIP OF SPACES:

GARAGE & STORAGE:

SPECIAL PURPOSE ROOMS (EG GYM, CELLAR ETC):

DETAIL

Are there any specific detail requirements that we should be aware of?

- Living Areas: Built-in joinery, shelving, seating requirements, musical instruments eg: piano.
- Kitchen: Appliances (number & size), storage expectations, layout preferences.
- Bathrooms: Shower sizes, bath type, bidet, separate or combined facilities, bathroom storage etc.
- Bedrooms: Wardrobes & storage, homework desk, acoustic insulation.
- Technical: Home theatre & audio, computer networking, security, home automation.
- Access: Level thresholds, ramp, domestic lift or dumbwaiter, specific door hardware / locking requirements.

LIVING AREAS:

KITCHEN:

BEDROOMS:

BATHROOMS:

TECHNICAL:

ACCESS:

OTHER:

ENERGY USE & SUSTAINABILITY

Do you have specific ideas or requirements around energy use and sustainability?

- Space heating, hot water heating, passive solar design, insulation, thermal mass, on site water storage, sustainable material choices, low-flow plumbing fittings.

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BUDGET

What is the project budget?

- What is included and/or excluded from the build cost budget eg: appliances, furnishings, furniture, landscaping, site works, fees, GST etc.

[illegible]

TIMING

Do you have a specific programme in mind for the project?

- Are there any critical timeframe requirements or deadlines to be met?

ARCHITECTURAL SERVICES

What level of service do you require from your architect?

- ☐ Core services are the recommended minimum service. They comprise design & contract documentation, procurement and construction phase contract administration and observation of the building works. This approach ensures the homeowner benefits from proper professional advice throughout the entire process from design commencement to building occupancy and beyond.
- ☐ Partial services comprising only design and contract documentation will leave the homeowner responsible for a significant number of decisions to make beyond the completion of drawings. Exposure to greater levels of risk is likely and a substantially higher time input will be required. Complex technical and contractual decision-making becomes the home-owners responsibility and consequently we do not usually recommend this approach.
- ☐ Additional & supplementary services (over and above core services) are also available to suit project specifics.



SITE INFORMATION & SEPARATE CONSULTANTS

The following services will be arranged on your behalf, if and when required. We will usually suggest names of appropriate consultants with whom we have a good working relationship, however you are welcome to use other consultants if you wish.

Fees for separate consultants are not part of the architect's fees. Usually the homeowner will engage and pay for consultant services directly, with the architect being responsible for coordinating and liaising with consultants as necessary.

LEGAL

Copy of LIM, certificate of title and / or deposited plan of property is to be supplied by the owner. We are able to obtain these documents on your behalf if required.

SOIL TEST/GEOTECHINICAL SURVEY

Soil tests will be required for most properties to determine soil type and bearing capacity.

Slope stability and/or geotechnical analysis may need to be undertaken for hill properties to help determine suitable locations for building and assess potential for rock fall or other hazards that may require mitigating before construction can commence.

SITE SURVEY

A full site survey is required from a registered surveyor prior to commencing design work. The plan should indicate legal boundaries, easements & rights of way, contours at 1.0m intervals minimum for sloping sites or spot levels on flat sites, location of existing services, site features, vegetation etc.

OTHER SEPARATE CONSULTANTS

As the design work progresses, there will be input required from other separate consultants. This may include a quantity surveyor for cost information, structural engineer, landscape architect for site planning and landscaping, interior designer for colours, fabrics & furnishings etc.

Specialist input may also be required for aspects such as home automation & home theatre systems, swimming pool and/or spa specialists, central heating & ventilation etc

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