

## Briefing Your Architect

This is a guide to help identify what you are looking for in your new space and to help us understand the vision of your project.

### What is your project?

Maybe you are looking to build your dream home? Revamp your storefront? Update your bathroom? Describe your project.

### Your Space

#### The Space

1. How many floors?
2. How many rooms and spaces? Both indoor & outdoors.
3. Is privacy important to you?
4. What kind of connection do you want between spaces?
5. How do you want people separated?
6. How much space does each occupant need?
7. What is the function of these spaces?

#### Occupants

1. How many occupants?
2. How old are the occupants?
3. Do you have pets?
4. Are there any special requirements for occupants?

#### The Design

1. What design features are important to you?  
E.g., indoor-outdoor flow, morning sun, shelter from the wind, private spaces, open plan.

#### Special Requirements

1. Do you have any special requirements? E.g., additional accessibility, extra storage areas, garage loft space, built in furniture / shelving, pool, exterior fireplace, lifts, home office.

### Your Site

1. What do you like about your site? Dislike?
2. Why did you select this property? Are there any special features?
3. What is the sun like in summer? Winter?
4. Are there views you want to see? Not see?
5. Are there other important views on your site?
6. Are neighbors and privacy an issue?
7. What are the prevailing wind considerations?  
Use the [NIWA](#) data to help you.
8. Which trees must stay? Which tree can be removed?

### About You

1. What is your lifestyle? E.g., casual, relaxed, active, elegant, formal.
2. Do you need space to entertain? Indoors space? Outdoors space?
3. What type of home entertainment do you want to include? E.g., music, television, movie projector, areas for storage of equipment.
4. How do you want to heat your home?



## Your Style

1. What kind of feeling do you want in your project? E.g., bold, low-key, industrial, traditional, minimalist, contemporary, organic
2. What type of materials do you like? Not like?
3. What type of spaces do you like?
4. What styles do you like? Not like?

Consider making a scrapbook of styles you like from other projects.

## Energy Use & Sustainability

Do you have specific requirements around energy use and sustainability? E.g., permaculture design, passive solar, hot water heating, insulation, on-site water storage, sustainable materials, low-flow plumbing.

## Your Budget

It is important we have a clear understanding of your expectations and proposed investments. Consider your total budget for each category listed below.

1. Budget for construction
2. Budget for site works such as driveway, utilities, water tanks, waste water treatment system
3. Budget for landscaping and gardens
4. Budget for interior design
5. Budget for furnishings and appliances
6. Allowances for fees including council fees and consultants fees

## Additional Supporting Documents

Please provide any additional relevant information. E.g., copy of certificate of title, site plan, contour / survey plan

