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| **Contact Details** |
| Name/s |  |
| Phone Contact |  |
| Contact Email |  |
| Preferred method of contact? |  |
| Preferred hours of contact? |  |
| **Site Information** |
| Street Address |  |
| Block, Section |  |
| **Project Details** |
| Total Project Budget |  |
| Finance Secured or yet to be acquired? |  |
| Timeframe |  |
| Is there any part of the process you would like to manage yourself? Ie Approvals, Consultant coordination, Tender, Construction?  |  |
| Do you have a preferred builder or like to go to competitive tender? |  |
| **Occupants (family members or people who will inhabit the house)** |
| **Name** | **Age** | **Occupation** | **Hobbies** | **Interests** |
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| **Vision** |
| Summary of your project- new house, secondary dwelling, extensions etc? |  |
| In 1-2 sentences-Why are you doing it? |  |
| What are the most valuable things that your site offers? |  |
| Do you plan to still be living in the house in 10 years? |  |
| Do you plan to still be living in this house in 30+ years? |  |
| Should there be a consideration for disabled or elderly access? If so to which parts of the house? |  |
| Vision. Describe the general feel you would like to achieve… |  |
| Do you anticipate any future expansion of the house (ie. Beyond the current planned build/extension)? |  |
| Do you conduct business from home? Please describe |  |
| **The Site** |
| Are there any existing water ways or known flood plains on site? |  |
| What’s the soil like? Rocky, Sandy, Clay, unsure?  |  |
| What services are available to the site. Town power, Town water, Gas etc? |  |
| Do you have any site plans or survey information (with contours)? | Please attached as much information as you have available.  |
| **Priorities/ Indicators of Success** |
|  | **Lowest** **Priority** |  |  |  | **Highest** **Priority** |
| To build an energy-efficient home or improve the energy efficiency through renovation or extension. |  |  |  |  |  |
| Build a home with minimal embodied energy |  |  |  |  |  |
| To maximize the value of your property for future |  |  |  |  |  |
| To create an aesthetically pleasing home  |  |  |  |  |  |
| To build to or under budget |  |  |  |  |  |
| **New Required Spaces** |
|  These provide us with a starting point for design and will help to develop an initial estimation of costs. Please take some time to consider each of the spaces you believe you will require. It may help to measure any existing spaces you currently have and what you believe your minimum requirements to be. |
| **Rooms**(Please **highlight** which are required) | **Associated Spaces/Proximity to**  | **Specific requirements.** (ie. Do you need space for a pool table, piano, wheelchair accessibility or other noteworthy item) | **Room/Area Dimensions** Consider measuring your existing house or spaces and note any particular dimensional requirements |
| Kitchen |  |  |  |
| Living |  |  |  |
| 2nd Living |  |  |  |
| Rumpus |  |  |  |
| Dining |  |  |  |
| Bedroom 1 |  |  |  |
| Bedroom 2 |  |  |  |
| Bedroom 3 |  |  |  |
| Bedroom 4 |  |  |  |
| Bedroom 5 |  |  |  |
| Study |  |  |  |
| Bathroom 1 |  |  |  |
| Bathroom 2 |  |  |  |
| Ensuite 1 |  |  |  |
| Ensuite 2 |  |  |  |
| Laundry |  |  |  |
| Foyer |  |  |  |
| Garage |  |  |  |
| Carport |  |  |  |
| Other |  |  |  |
|  |  |  |  |
| Insert images of **Building Exteriors that you like.**These images will help as prompts for design discussions. |
| Insert images here\* |
| Insert images of **Building Interiors** **that you like**These images will help as prompts for design discussions. |
| Insert images here\* |
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| **Landscape Briefing** |
| Are there existing features you would like to remove? |  |
| Are there features that you wish to renovate and keep? |  |
| Where does the water drain or collect on your site? |  |
| Are there regular or occasional grazing animals on site that might require fencing, hedging or other deterrents around the house? |  |
| Do you have or plan to have pets that require fencing? |  |
| Do you foresee the need for any other outbuildings? |  |
| Do you need to screen a view (eg an annoying streetlight or unwanted view) in any direction? |  |
| Which utility features do you need to have incorporated in the design? | Compost bins/area, Firewood storage, Animal Run, Clothesline, Boat/Camper storage, Bicycle storage, Trash, Recycling storage, Tool shed, other |
| Insert images of **Landscapes that you like****These images will help as prompts for design discussions.** |
| Insert images here\* |

**Please insert or attach as much information as you have available at this stage, ie existing site survey, existing house plans, Photos etc.**