

# Client Note

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Your brief to your architect

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**Your brief is usually a written document that describes your needs, aspirations and the constraints for your building project.**

**When complete, it will form the basis upon which your architect will develop the design for your project.**

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The brief should establish the requirements that **must be met**, the requirements that are **desirable** and the requirements that are **optional** ('wish list').

While your architect is trained to gather the information required for the brief, you are best placed to describe your requirements.

You have the best understanding of your family. You understand how your lifestyle, activities or other aspirations can be fulfilled by an appropriate design solution.

Some of this information is quantifiable:

- number of bedrooms & bathrooms to be provided;
- the use & relationship between the spaces;
- special items to be accommodated;
- the flexibility of spaces;
- the need for future expansion or changed use;
- quality of finishes;
- thermal & energy use expectations;

While other aspects are qualitative:

- ambience of spaces;
- the use of natural light;
- privacy & colours.

The most successful briefs are those that clearly define your requirements yet incorporate a level of flexibility, which allows a creative solution to be designed for your project.

**A 'prompt sheet' is attached to assist you.**

Your architect will also assist you in the establishment of an appropriate **budget**, allowing for all expenditures to provide a detailed breakdown of possible costs.

Refer attached page 2.

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# Client Brief – Residential Projects

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## Important Site Issues & Constraints:

- **Slope, Orientation, Trees, Neighbours, Overlooking, Access**
- **Flood Levels, Heritage/Development Overlays, Planning Restrictions**

## Accommodation Requirements:

### Technical:

- **Bedrooms** (details: size, walk-in-robos, built-in, other storage)
- **Study/Home Office** (details: size, access, built-in, other storage)
- **Living** (details: size, furniture accommodation, built-in, other storage, TV type, AV equipment)
- **Bathrooms** (details: size, separate WC, bath, spa, shower screen, heated towel rails)
- **Kitchen** (details: size, specific storage, integrated fridge, breakfast bar, stools)
- **Laundry** (details: separate or incorporated into bathroom)
- **Vehicle** accommodation (details garage, carport, additional storage)
- **Ancillary** spaces (details: outdoor room, wine storage, furniture accommodation, built-in, other storage)

### Abstract:

- **Relationship** between spaces and between spaces and outside
- **Aspects** between spaces and site

## Environmental/Services Preferences:

- **Hot Water** (type: continuous gas, storage electric, solar)
- **Heating/Air-conditioning** (type: hydronic, reverse cycle a/c, electric storage, gas ducted)
- **Fireplace** (location, type: natural, gas, ethanol)
- **Water Storage** (details: size, location, integration)
- **Energy** (solar panels, inverters, energy monitors)
  
- **Home Automation** (advanced electrical wiring, broadband, ADSL 2+, home cinema, automated lighting, security systems, CCTV, biometric access, integrated multi-zone audio/video, web control, solar control)

## Specific Finishes Preferences:

- **Living** (floors)
- **Kitchen** (floor, benchtops, cupboards, splashback)
- **Bathroom** (floors, walls, benchtops, cupboards, splashback)
- **Bedroom** (floors)

## Specific Storage/Furniture Accommodation Preferences:

- **Living** (details: sofas, dining table, TV, additional pieces, artwork, sculptures)
- **Kitchen** (600mm /900mm oven/cooktop/rangehood, wine, size: fridge, microwave)
- **Laundry** (washing machine/dryer type, top/front loader)
- **Bedroom** (bed sizes, other furniture)

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## Time Program:

- **Settlement, Alternative Accommodation, Finance Periods**



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<b>Total Project Expenditure</b>	<b>\$</b>
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## Does this sum include or exclude the following?

- **Consultants' Fees**  
(Architect, Structural Engineer, Building Surveyor, Land Surveyor, Quantity Surveyor, Geotechnical Engineer, Council Fees, Civil Engineer, Mechanical Engineer, Energy Rater, Arborist & Consultant Town Planner)
- **Demolition** (if applicable)  
(Part or whole – depending on project type)
- **Works to Existing House** (if applicable)  
(Rewiring, Restumping, Replastering, Repainting, Lighting, Rising Damp, Floor Repairs, Carpet, Reroofing, Insulation)
- **Fixed Kitchen Appliances**
- **External Works**  
(Works beyond the building envelope are deemed to be landscaping works unless specifically stipulated)
- **Landscaping Consultant's Fees**
- **Fencing**
- **Vehicle Crossing**  
(Documentation/Application/Fees/Cost)
- **Soft Furnishings**  
(window/door furnishings, external sunshading)
- **Re-location & Accommodation Costs**
- **Inflation**  
(between now and tendering)
- **Connections of Services**  
(Electricity, Gas, Sewage, Water, Telephone, Broadband, Pay-TV, Free-to-Air)
- **Contingency Allowances**

