

Client brief

Office reference number: _____ Date: _____

Client details

Name/s	
Current address	
Telephone	
Mobile	

Certificate of title details

Register number	
Lot number	
Address	

Budget

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Personal details

Adults	
M	F

Children	
M	F
Age/range:	Age/range:

Disabilities and/or special needs	
Lifestyle/hobbies	
Outbuildings	
Outdoor activity areas	
Other	

Site sketch

Site sketch notes

Elevation of house facing north	
Lay of the land	
Existing buildings	
Future development that may affect the siting of the building	
Key features of the site to be retained	
Encumbrances	
Zoning	
Surveyor's report	
Site analysis	

Rooms

	Yes	No	Approx. room sizes	Ideas	
Main bedroom				built-in robes double bed dressing table other _____	walk-in robes queen bed bedside cupboards
Bedroom 2				built-in robes single bed study desk recess for existing robes other _____	walk-in robes double bed bedside cupboards
Bedroom 3				built-in robes single bed recess for existing robes bedside cupboard dressing table other _____	walk-in robes study desk
Bedroom 4				built-in robes single bed recess for existing robes bedside cupboard other _____	walk-in robes study desk
Additional bedrooms					

	Yes	No	Approx. room sizes	Ideas
Guest room				built-in robes single bed study desk double bed recess for existing robes bedside cupboards other _____
Kitchen				island bench galley u-shaped corner pantry single-door pantry single-door fridge freezer dishwasher single-bowl sink with drainer double-bowl sink with drainer wall oven under-bench oven microwave oven recess other _____
Bathroom				double-bowl vanity single-bowl vanity bath WC spa corner shower with glass shower screen other _____
Ensuite				other ensuite other semi-ensuite other double-bowl vanity single-bowl vanity bath WC spa corner shower with glass showers other _____

	Yes	No	Approx. room sizes	Ideas
Laundry				<div>storage</div> <div>washing machine</div> <div>single-bowl trough</div> <div>double-bowl trough</div> <div>dryer</div> <div>other _____</div>
Living				
Dining				<div>6-seater table</div> <div>8-seater table</div> <div>side table</div> <div>china cabinet</div> <div>other _____</div>
Family				
Lounge				
Formal lounge				
Theatre				
Rumpus				
Office/ study				
Computer nook				
Linen cupboard				
Entry statement				
Passage				

Room relationships

Living, dining, kitchen, outdoor	
Laundry, outdoors	
Bath, laundry, kitchen (wet areas)	
Additional/extra rooms	
Childrens' bedrooms, toilet/ bathroom	
Main bedroom, rest of house	
Kitchen, garage	

Architectural style

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Materials used in construction

Floor	
Walls	eg masonry, (limestone, rock, rammed earth, brickwork, finish), framed (steel, timber), clad (shape, style, colour, finish)
Windows	eg style, construction (aluminum, timber)
Ceiling	Heights
Roof	eg tiles, steel sheets
Other	