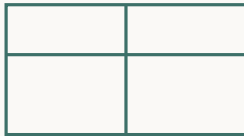


SELF-BUILD · DESIGN WITH CONFIDENCE

# The Design Brief

A practical worksheet to help you capture your requirements, priorities and constraints before design work begins.

Complete this brief as fully as you can before your first design meeting. It gives your designer a clear, shared starting point and helps make sure nothing important is missed.

**PROJECT NAME****CLIENT****SITE ADDRESS****TELEPHONE****EMAIL****DATE**

## 01

## Tell us about the project.

Complete this brief as fully as possible, then bring it to your first design meeting. Tick everything that applies, and use the free-text fields to add anything specific to your project.

### PROJECT TYPE

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- ☐ New Dwelling
- ☐ Extension
- ☐ Loft Conversion
- ☐ Garage Conversion
- ☐ Barn Conversion
- ☐ Annexe
- ☐ Garden Room
- ☐ Replacement Dwelling
- ☐ Commercial
- ☐ Other

02

## Project objectives.

WHAT IS THE MAIN PURPOSE OF THE PROJECT?

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- ☐ Additional living space
- ☐ More bedrooms
- ☐ Larger kitchen
- ☐ Open-plan living
- ☐ Home office
- ☐ Annex accommodation
- ☐ Rental income
- ☐ Holiday accommodation
- ☐ Accessibility
- ☐ Modernisation
- ☐ Energy efficiency improvements
- ☐ Increase property value
- ☐ Other

03

## Existing property.

### EXISTING PROPERTY

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- ☐ Detached
- ☐ Semi-detached
- ☐ Terraced
- ☐ Bungalow
- ☐ Listed Building
- ☐ Conservation Area
- ☐ Barn
- ☐ Commercial Building

### APPROXIMATE AGE

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### CONSTRUCTION

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- ☐ Brick
- ☐ Stone
- ☐ Timber Frame
- ☐ Steel Frame
- ☐ Other

04

## Accommodation requirements – living areas.

### LIVING AREAS ---

- ☐ Open-plan kitchen/dining
- ☐ Separate kitchen
- ☐ Utility room
- ☐ Pantry
- ☐ Living room
- ☐ Family room
- ☐ Dining room
- ☐ Snug
- ☐ Study/Home office
- ☐ Playroom
- ☐ Cinema room
- ☐ Gym
- ☐ Boot room

### ADDITIONAL REQUIREMENTS ---

04

## Accommodation requirements – bedrooms and bathrooms.

### BEDROOMS

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- ☐ Master suite
- ☐ Dressing room
- ☐ En-suite
- ☐ Guest bedroom
- ☐ Ground floor bedroom
- ☐ Accessible bedroom

### NUMBER REQUIRED

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### NOTES

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### BATHROOMS

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- ☐ Family bathroom
- ☐ En-suite
- ☐ Cloakroom
- ☐ Utility WC
- ☐ Wet room
- ☐ Accessible bathroom

05

## External requirements.

### EXTERNAL REQUIREMENTS

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- ☐ Garage
- ☐ Double garage
- ☐ Car port
- ☐ Workshop
- ☐ Garden office
- ☐ Covered seating area
- ☐ Balcony
- ☐ Terrace
- ☐ Patio
- ☐ Outdoor kitchen
- ☐ Swimming pool
- ☐ Hot tub
- ☐ Bin store
- ☐ Cycle storage
- ☐ Garden storage

06

## Design style.

### DESIGN STYLE

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- ☐ Traditional
- ☐ Contemporary
- ☐ Modern
- ☐ Cottage
- ☐ Barn Style
- ☐ Farmhouse
- ☐ Industrial
- ☐ Tudor Style
- ☐ Scandinavian
- ☐ Minimalist
- ☐ Other

07

## External materials.

### WALLS ---

- ☐ Brick
- ☐ Stone
- ☐ Render
- ☐ Timber Cladding
- ☐ Composite Cladding
- ☐ Metal Cladding

### ROOF ---

- ☐ Plain Tiles
- ☐ Slate
- ☐ Concrete Tiles
- ☐ Standing Seam Metal
- ☐ Zinc
- ☐ Green Roof

### WINDOWS ---

- ☐ uPVC
- ☐ Aluminium
- ☐ Composite
- ☐ Timber

### COLOUR PREFERENCES ---

08

## Internal finishes.

### INTERNAL FINISHES

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- ☐ Underfloor heating
- ☐ Feature staircase
- ☐ Vaulted ceilings
- ☐ Exposed timber
- ☐ Oak framing
- ☐ Rooflights
- ☐ Large sliding doors
- ☐ Bi-fold doors
- ☐ Feature glazing
- ☐ Built-in storage

### OTHER REQUIREMENTS

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09

## Energy & sustainability.

### ENERGY & SUSTAINABILITY

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- ☐ Air Source Heat Pump
- ☐ Ground Source Heat Pump
- ☐ Solar PV
- ☐ Battery Storage
- ☐ MVHR
- ☐ Rainwater Harvesting
- ☐ Electric Vehicle Charger
- ☐ Triple Glazing
- ☐ Enhanced Insulation
- ☐ Smart Heating Controls
- ☐ Future-proof for Future Homes Standard

### OTHER REQUIREMENTS

---

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## Site constraints.

### SITE CONSTRAINTS ---

- ☐ Narrow site
- ☐ Sloping site
- ☐ Flood Risk
- ☐ Trees
- ☐ Tree Preservation Orders
- ☐ Public Right of Way
- ☐ Easements
- ☐ Services crossing site
- ☐ Agricultural restrictions
- ☐ Conservation Area
- ☐ Listed Building
- ☐ Neighbouring overlooking concerns
- ☐ Poor ground conditions

### NOTES ---

## 11

# Planning and Building Regulations.

## PLANNING CONSIDERATIONS

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- ☐ Permitted Development
- ☐ Householder Application
- ☐ Full Planning Permission
- ☐ Prior Approval
- ☐ Change of Use
- ☐ Listed Building Consent
- ☐ Conservation Area Consent

## KNOWN PLANNING ISSUES

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## BUILDING REGULATIONS

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- ☐ Full Plans Application
- ☐ Building Notice
- ☐ Approved Inspector / Registered Building Control Approver
- ☐ Structural Calculations Required
- ☐ SAP Calculation
- ☐ Air Pressure Test
- ☐ Water Efficiency Calculation
- ☐ Drainage Design
- ☐ Party Wall Matters

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## Project budget and programme.

### PROJECT BUDGET

**ESTIMATED CONSTRUCTION BUDGET**

£ \_\_\_\_\_

**PROFESSIONAL FEES BUDGET**

£ \_\_\_\_\_

**OVERALL PROJECT BUDGET**

£ \_\_\_\_\_

**CONTINGENCY ALLOWANCE**

£ \_\_\_\_\_

### PROJECT PROGRAMME

**PLANNING APPLICATION REQUIRED BY**

\_\_\_\_\_

**CONSTRUCTION START**

\_\_\_\_\_

**COMPLETION REQUIRED**

\_\_\_\_\_

**ANY CRITICAL DATES**

\_\_\_\_\_

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## Client priorities.

PLEASE RANK THE FOLLOWING

| PRIORITY              | HIGH                     | MEDIUM                   | LOW                      |
|-----------------------|--------------------------|--------------------------|--------------------------|
| Budget                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Appearance            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Energy Efficiency     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Speed of Construction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Future Flexibility    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Low Maintenance       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maximum Floor Area    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Resale Value          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

HOW DID YOU HEAR ABOUT US?

- ☐ Recommendation
- ☐ Previous Client
- ☐ Website
- ☐ Social Media
- ☐ Google
- ☐ Other

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## Supporting information and initial observations.

### SUPPORTING INFORMATION PROVIDED

- ☐ Site Survey
- ☐ Existing Drawings
- ☐ Photographs
- ☐ Planning History
- ☐ Title Plan
- ☐ Deeds
- ☐ Drainage Information
- ☐ Structural Information
- ☐ Utility Information
- ☐ Inspiration Images
- ☐ Sketches
- ☐ Budget Estimate

### DESIGNER'S INITIAL OBSERVATIONS

#### PLANNING CONSIDERATIONS

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#### SITE CONSTRAINTS

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#### DESIGN OPPORTUNITIES

---

#### POTENTIAL RISKS

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## Client approval.

I confirm that this Design Brief accurately reflects my requirements and will be used as the basis for the preparation of the proposed design.

**CLIENT NAME**

**DATE**

**SIGNATURE**

### HPD INITIAL REVIEW

- ☐ Site visit completed.
- ☐ Measured survey completed.
- ☐ Design brief agreed.
- ☐ Fee proposal accepted.
- ☐ Appointment confirmed.
- ☐ Planning constraints reviewed.
- ☐ Project tracker updated.
- ☐ Design work authorised.

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## Before your design meeting.

### Houseplansdirect recommendation

Complete this brief before your first design meeting, not during it. The more clearly your priorities, budget and constraints are set out in advance, the more of that meeting can be spent on design rather than fact-finding.

HOUSEPLANSDIRECT

### Keep Building With Confidence

This is one of a growing library of free self-build resources from Houseplansdirect. Explore the full collection to support every stage of your project.

[www.houseplansdirect.co.uk](http://www.houseplansdirect.co.uk)