

PREPARING FOR THE FIRST MEETING WITH YOUR ARCHITECT

If you have arranged a meeting with us as your architect or are considering to engage our services, to get most out of us and to get the indicative idea about our fee, we suggest you to complete this questionnaire and send it to us prior to our meeting. This will assist us as your architect in making the preliminary assessment about your property, establishing and preparing the scope of work, Design Brief and Fee Proposal.

Before commissioning and instructing your architect, be clear about your needs and goals. Briefing an architect is much more than merely providing space requirements. Tell them how you like to live, how you work, what is important to you and your family. Impart a little of your inner self and don't worry if you feel you don't have all the answers. It is the architect's job to explore all the design options to turn your vision into reality. Importantly, if there is something you do not understand, don't be reluctant to ask for explanations. It is your vision and your money, but allow your architect the freedom to act as your creative hand. *(AIA website)*

Level of services you require from your architect

What level of services do you require from your architect? Are you intending to engage the services of architect on full commission basis, i.e., Sketch Design, Design Development, DA Documentation, Construction Documentation and Contract Administration or for partial services or commission only, i.e Sketch Design/Design Development and DA submission only? Please refer to Brochure, "01 How your architect can help you" to find out more about various aspects of Design and Building process. *(To get the maximum benefit, it is always recommended to go for architect's Full Commission)*

Full Commission.....
Partial Services.....

Taking decisions

Will all the people involved in decision taking are available and will be present at the meeting.....YES.....NO

If all the decision makers are not available at the meeting then please list their main requirements here.....

What is your Program or the time frame for renovation or building new home?.....

Your Budget

What is your budget ? What are the funds available for the project ? You should keep in mind that this amount should not only include the 'construction cost' but also the total cost including approval/s from the consenting authorities, inspections and engagement of architect and other consultants.

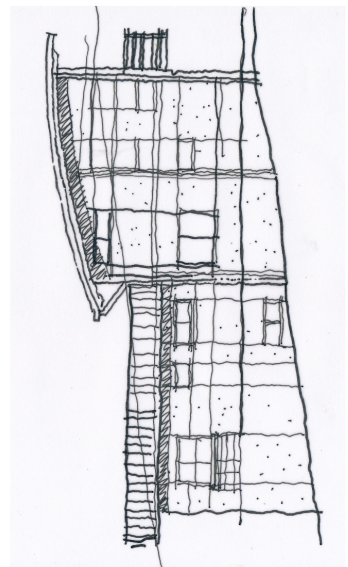
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Your design requirements

Do you have examples of what you want? (You may have pictures or images from architectural/home/interior design magazines. If you have some sketches or design element that are important to you, please present to your architect).....

What are your needs and specific requirements, design style of the house, materials and finishes you are looking for?

Are you absolutely sure about what you want and would like to confirm your choices with your architect?

Do you have some idea about what you want and are open to ideas from your architect?

Are you flexible and would like to receive most of the design input from your architect?

Available information related to your property

Do you have Existing House Floor Plans?

How does your land slope?What is the orientation of your house?.....

Do you have a survey plan of your property, identifying the area, dimensions, site contours & levels, services, trees and vegetation ?

Is your property in Bush Fire Prone area?

Is your property Heritage listed or is it in Conservation Area?.....

Is there any Sydney Water Sewer line in the vicinity or under your property where you intend to build/extend your house?

Initial consultation

Have you made any preliminary enquiry related to renovation with your local council?

Your development may have some implications on design depending upon the site conditions. Are you aware of any particular site conditions or council planning instrument that may affect development ?

Have you discussed your plans to renovate your home with your neighbours ?



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