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Design Brief Template

Including

Designer Interview Questions

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Design Brief Template

This design brief template is designed to help home owners organise thoughts and ideas about the project that is being considered.

This is the most important document that you will create, as it can be referred to by your designer for clarity at any time and also to remind yourself of your original goals and ideas.

Question 01 Why do you need to undertake a renovation, extension or new home build?
(Hint: growing family, house too small, kitchen does not function etc)

Question 02 What type of project are you undertaking?
(Hint: renovation, extension, new home, knock down and rebuild etc)

Question 03 What is the intended outcome of the project?
(Hint: increased living areas, views to back yard, better room functionality etc)

Question 04 General style of the project?
(Hint: match existing, new modern extension on heritage house, sustainable features)

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Question 05 What is your design budget?
(Hint: this is the cost of the design phase and will determine whether you use an architect or designer / draftsman etc)

Designer / Architect - $3000 - $?
Structural Engineer - $2000 -?
Land Surveyor - $2500 -?
Soil Report - $500
BAL Report - $500
Energy Report - $250
Town Planning Submission – depends on the project!

Question 06 What are the priorities?
(Hint: things that are must haves – see Q1 & Q2 answers, things that you want and things that are wishful!))

Must haves:
I really want these:
Wishful thinking! If the budget allows……

Question 07 Scrapbook ideas.
(Hint: collect images from magazines, Houzz, internet etc and show them to the designer)

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Question 08 What is your PROJECT budget?
(Hint: this is the overall budget that includes, design, council permits, construction and landscaping)

Question 08 What is your construction budget?
(Hint: as distinct from the PROJECT budget this is purely how much you want to spend on the building works. But be informed, don't just pluck a figure out of the air)

Consider this: If your construction budget is $200,000, you will actually only have $160,000 by the time you factor in builders margin.

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Designer Interview Questions

Designer Interview Summary

Company Name: ……

Company Representative: ……

Company Address: ……

Telephone: ……

Email:……

Website: ……..

Years In Business: ……..

License Number: ……...

Industry Memberships: ……

Additional Information:

Services provided: ……

Expertise (preferred projects):

……

……

……

……

- Will the designer provide 3 previous client references? Yes / No
- Has the designer completed this type of project before? Yes / No
- Does the designer have current insurances? Yes / No
- What type of contract will the designer use? BDAV / AIA
- Was the designer responsive to your questions and concerns? Yes / No
- Do you feel that you could work with this designer? Yes / No
- Does the designer have the requisite experience and knowledge? Yes / No

If no is answered to any of these questions, review your decisions and decide whether this designer is right for you.

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