



GREEN TEA ARCHITECTS

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Brief

Summary of Works

Document Information

Prepared for:

Date of current issue:

Prepared by:

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Project Reference:

About this document

This document has been prepared to enable us to start the conversation about your brief with as much details as possible. We will then have a clearer understanding of what it is you want. Please note this is not fixed and can be altered. Following our meeting, we will formally outline in writing what was agreed and what it is they you would like us to do.

What do you want to achieve?

(for example is this your forever home, do you need more space for your a growing family, do you want to improve the existing flow & circulation of your current spaces, do you require more storage space? Do you have potential site and need early input as to its potential? ...etc)

- New Extension
- Conversion of a Property
- New Build
- Change of Use
- Refurbishment
- Other

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What do you want us to do for you?

(Please note we are happy to guide you through this process if you are unsure which route or stage you need to pursue.)

- Consultation Early Investigation of a Sites Potential
- Pre Planning Application Planning Tender / Building Regs
- Construction Architects Advice I am unsure / Other

Do you have a budget in mind?

(One thing to factor into your budget are third party cost for planning fees, structural engineers and surveyors etc. We will outline what cost to bear in mind for your project.)

- Yes No Advice Required

Do you have any time constraints?

- Yes No

Planning History. - Has planning been acquired or sort after in the past?

- Yes No I am unsure / Other

Planning Reference No.

Is there anything in particular that we need to know before we start work?

Do you have any concerns or questions?

Do you have any images or mood boards images that you would like to share with us? If you do not that is not a problem.



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Please use this space to make some notes.