Initial Project Client Briefing Note

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| **Client Contact Name** |  |
| **Client Company Name if applicable** |  |
| **Client Address** |  |
| **Landline Number** |  |
| **Mobile Number** |  |
| **Email Address** |  |
| **Private Individual(s) or Company** |  |
| **Project Address** |  |
| **Property Type** |  |
| **Local Authority / Borough of Project Address** |  |
| **Conservation Area?** | Conservation area? |
| **Listed Property?** | Listed Property? |
| **Budget Estimation** |  |
| **Timescale / key dates** |  |
| **Project Description / Client Requirements** | *Please provide as much information as possible to form the initial brief…either in written form or sketches.* |
| **Relevant communications with Local Planning Authority** | *Please let us know if you have already had discussions with the Local Planning Authority regarding your project.* |
| **Other Consultants** | *Please let us know if you have already appointed any other consultants to work on the project.* |
| **Any other relevant information** | Any other relevant information |
| *Please send (if available) existing survey drawings, site photos and / or previous planning drawings to give us a good idea of the site.* | |