

Initial Project Client Briefing Note

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: Vacant land/ Detached/ Semi-Detached/ Terraced/ Mixed-House/ Other...	
Local Authority / Borough of Project Address	
Conservation Area?	<input type="checkbox"/> Conservation area?
Listed Property?	<input type="checkbox"/> Listed Property?
Budget Estimation	
Timescale / key dates	
Project Description / Client Requirements	<i>Please provide as much information as possible to form the initial brief...either in written form or sketches.</i>
Relevant communications with Local Planning Authority	<i>Please let us know if you have already had discussions with the Local Planning Authority regarding your project.</i>
Other Consultants	<i>Please let us know if you have already appointed any other consultants to work on the project.</i>
Any other relevant information	<i>Any other relevant information</i>
<i>Please send (if available) existing survey drawings, site photos and / or previous planning drawings to give us a good idea of the site.</i>	