

# THE DESIGN PROCESS & NEW CLIENT QUESTIONNAIRE



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***Thank You for choosing Architecture & Interiors Ltd.  
We pride ourselves in providing a considerate and helpful service, with great ideas to help you to put together your dream project. You will be provided with an estimate of design costs and formal engagement letter (standard ADNZ).***

***Please read this document and fill out what you can of page 3 onwards.***

## ***The Design Process***

### THREE THINGS YOU NEED TO KNOW

- 1 Design is a partnership between you and your designer.
- 2 You provide the brief to which the designer develops ideas and options.
- 3 You choose the level of service you require from your designer.

## ***Concept Design***

*It is the time to define your goals and aspirations, analyse the design constraints between you and your designer, requiring a lot of discussion, thought and feedback by both parties*

### ***What You Need To Do***

- Establish the kind of house you want and the styles you like. Try to think through things before you sit down and prepare the brief for your designer. Work done here will save you time and money throughout the construction process
- Provide a brief, including budget and time frames.
- Supply a recent certificate of title and any other legal information you have on your site.
- Attend design meetings, take notes, consider the design options presented and provide clear and timely feedback in person or in writing.
- Approve the final concept design.

### ***What Your Designer Will Do***

- Confirm conditions of engagement and level of service required before they start work.
- Then, depending on the scope of work for your project:
- Investigate the site (access, orientation, sun angles, neighbours, views, etc), existing services and buildings.

- Confirm whether sub-consultants may be required. For example; land surveyor; quantity surveyor; structural or geotechnical engineers; town planner etc.
- Research district plan rules and requirements that may affect your site.
- Analyse your brief against the design constraints.
- Prepare design options in CAD which may include site plans, floor plans, elevations, sections and perhaps a three-dimensional model. This could also include an interactive 3D model that you can walk through at home on your own PC.
- Present design options to you



## ***Preliminary Working Drawings***

*By now the concept design is signed off—the size, location, form and probably external materials are all agreed. Your designer can now develop the secondary elements of the design and begin co-ordinating the work of sub-consultants. At the end of this phase, all aspects of the project should be defined.*

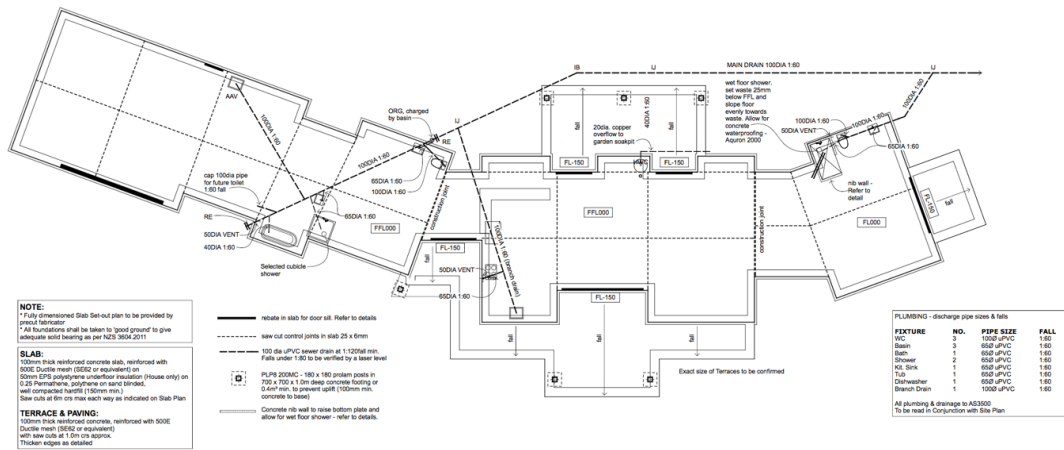
### ***What You Need To Do***

- Approve sub-consultants and pay their fees.
- Sign off on Preliminary Working Drawings
- Choose Builder
- Get estimates to check budget is on track

### ***What Your Designer Will Do***

Develop the drawings and documentation to send to sub-consultants such as the structural engineer.

- Integrate and co-ordinate sub-consultant designs into the architectural drawings.
- Obtain truss design (by your selected builders supplier)
- Develop door and window details, cladding and roof design, interior details, and timber and steel sizes. This allows a more accurate analysis (by builder or consultant).
- Start designing services: electricity, gas and phone locations; plumbing and drainage; finishes plans and bracing plans



## Working Drawings

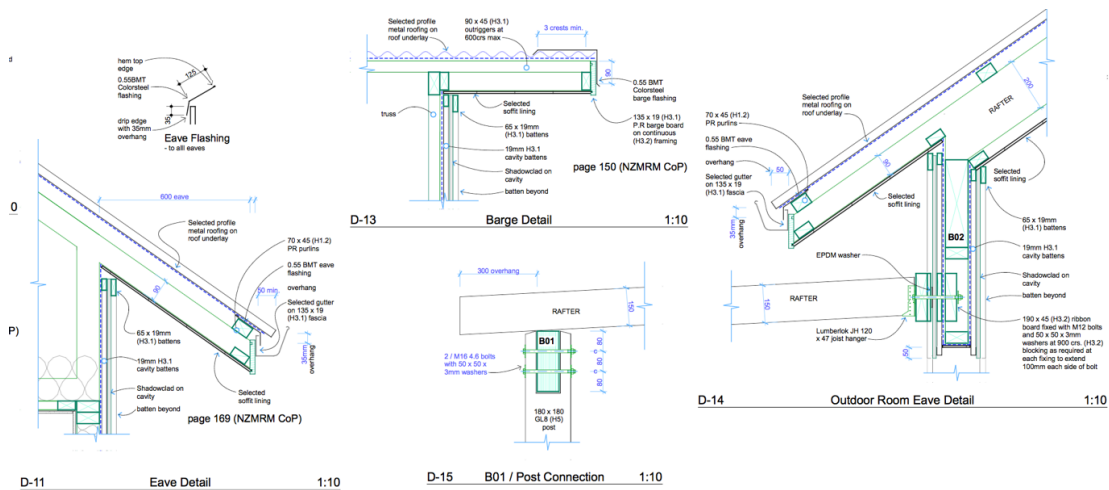
All the important design decisions are made and the designer develops the final set of drawings and documents for Building Consent & Construction.

### Things You Need To Do

- Avoid changes to the design (unless they are small details). At this point the drawings are comprehensive and fully co-ordinated, and any design changes can result in major time and cost overruns. These will be expensive.
- Sign off construction drawings and specifications.
- Review builder's quotes and agree on the form of contract.
- Get LPB and Registration numbers of all Contractors.

### Things Your Designer Will Do

- Finish all drawings and documents and issue the final working drawings set.
- Write the Project Specification – this is a comprehensive written document outlining all material and construction requirements for your project. This is required for building consent and your Main Contractor
- Apply for building consent on your behalf.
- Finalise details and documents with sub-consultants.



# NEW RESIDENTIAL PROJECT QUESTIONNAIRE (please fill out as much as possible)

## ABOUT YOU

**Contact Name:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

\_\_\_\_\_

**Contact Phone number/s:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

## YOUR PROJECT SITE

**Site Address:**

\_\_\_\_\_

\_\_\_\_\_

**Is the Site owned or will the Project be administrated by a Legal Entity?**

YES –A family Trust  Yes –a Limited Liability Company  Other

Entity Details \_\_\_\_\_

\_\_\_\_\_

**Are there any significant features that the design should take into account?**

(Views, Trees or Water, Shading etc?)

\_\_\_\_\_

\_\_\_\_\_

**Do you have any existing information on your property?**

Topographical Survey  Geotechnical testing  LIM report  Drawings of existing buildings   
Contamination Report

Other: \_\_\_\_\_

Note: Geotech report/testing is required by council on all sites. Contamination report/testing is required on sites where a hazardous activity has occurred in the past –i.e. Orchard, Woolshed, Market Gardens. A survey is required for small sites or steep sites (to be confirmed)

PROJECT OUTLINE

**What do you intend to do?**

Build New  Renovate/ extend an existing house  Other: \_\_\_\_\_

**What is the intended use of the project?**

Home  Home & Office  Investment/ Rental  Other: \_\_\_\_\_

**Have you been involved in the construction process before?**

YES  NO  Other: \_\_\_\_\_

**When would you like to aim to start building / when do you want to move in?**

Start building: ≤ 6 months  9 months  12 months  18+months

Move in: ≤ 6 months  12 months  18+months  Other: \_\_\_\_\_

Note: Design Process takes around 3-6 months (varying depending on complexity) council take around 1 month

**What size building are you considering?**

≤ 100m<sup>2</sup>  150m<sup>2</sup>  200m<sup>2</sup>  300m<sup>2</sup>  Other: \_\_\_\_\_

Single level  Split level  Two Storey  Other: \_\_\_\_\_

Carport  Single Garage  Double Garage  Other: \_\_\_\_\_

No. Bedrooms \_\_\_\_\_ Ensuite/s: \_\_\_\_\_ Bathrooms: \_\_\_\_\_

**Add any Comments:**

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**Have you been compiling images and ideas for your project?**

Scrap book  Magazines  Pinterest account  Other: \_\_\_\_\_

Note: Please supply these ideas to Architecture & Interiors

**What level of performance (Insulation, energy efficiency etc) do you want to target?**

<b>1</b>	<b>2</b>	<b>3</b>
NZBC Minimum	High Performance	Self-sufficient

MATERIALS AND QUALITY

**What level overall quality of materials and finishing do you want to target?**

<b>1</b>	<b>2</b>	<b>3</b>
Cost effective	Good	Very High

**Please describe any materials, textures or spatial feeling desired (eg: Light, Warm, Plywood, Gib) :**

Interior Walls: \_\_\_\_\_

Interior Floors: \_\_\_\_\_

Exterior Wall Cladding: \_\_\_\_\_

Exterior Roof Cladding: \_\_\_\_\_

Exterior deck/terraces: \_\_\_\_\_

Other: \_\_\_\_\_

OTHER PREFERENCES

**Do you have any preferences:** (You can tick more than one)

**SPACE HEATING**

Wood Fire  Gas Fire  Heat pump/s  Central heating  Underfloor heating

Passive Solar Design

Other:

\_\_\_\_\_

**WATER HEATING**

Electric Hot Water Cylinder  Wood Fire Wetback  Instant Gas Hot Water

Solar Thermal Hot Water  Solar Electric Hot Water  Other:

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**WATER SUPPLY**

Mains water supply  Rainwater Collection  Bore water  Other:

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**WASTE WATER**

Mains sewer  Grey water system  Septic/Bio-cycle system  Other:

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**RENEWABLE ENERGY**

Solar PV –Grid Tied  Solar –off Grid  Micro Turbine (Wind/Hydro)  None

**PREFERED CONTRACTORS (Builder, Plumber, Electrician etc)**

Contractor: \_\_\_\_\_  
Contact: \_\_\_\_\_

Contractor: \_\_\_\_\_  
Contact: \_\_\_\_\_

Contractor: \_\_\_\_\_  
Contact: \_\_\_\_\_

**PREFERED COSULTANTS (Engineers, Geotech etc)**

Contractor: \_\_\_\_\_  
Contract: \_\_\_\_\_

**PROJECT BUDGET**

Please indicate / circle a budget range:

≤ \$100k \$250k \$350k \$500k \$650k \$800k \$950k \$1mil \$1.5mil \$2mil \$2.5mil ≥

OR I have an exact Budget: \$ \_\_\_\_\_

Note: You may also have a budget per m<sup>2</sup>

Average m<sup>2</sup> rates are between \$2200 & \$2800 m<sup>2</sup> for new homes and \$3000 m<sup>2</sup> for alterations (will vary depending on complexity)

**TYPE OF SERVICE**

**What type of Service are you looking for?**

- Full Architectural Design & Documentation to Consent stage*
- Interior Design including kitchens, bathroom & laundry joinery –basic level for pricing*
- Interior Decorating including colours, finishes mood board of ideas

Please discuss further requirements such as basic site survey or specific Project visualisation, sun studies etc