

### Design Brief Checklist

This checklist will help you prepare a Design Brief that is comprehensive without setting excessive constraints on the design team. The process of developing the brief should provide you with the confidence and information necessary to approach designers in the next stages.

The checklist does not form a Design Brief itself, but presents common areas you should consider to ensure your brief reflects the key requirements.

Note the checklist assumes a site for the house has not yet been purchased so 'location' requirements are captured. If a site has already been purchased, the Design Brief should capture site-specific characteristics such as those outlined in the 'Key Activities' section of the 'Engage Design Team' stage.

Item	Check	Notes
<b>FINANCIAL</b>		
Produce an Outline Budget with rough estimates of how much can be spent during each stage of the design and build process. It should include an expectation of the annual running cost of the house once completed.	<input type="checkbox"/>	
<b>LOCATION</b>		
Review lifestyle preferences and priorities including proximity to public transport, schools, shops, parks, etc.	<input type="checkbox"/>	
Define characteristics of the desired site. Land considerations include integration with the local context and the environment, orientation, resources or planning constraints.	<input type="checkbox"/>	
<b>DESIGN</b>		
Ensure high-level objectives and key ideas are still in line with the evolving brief.	<input type="checkbox"/>	
Refine requirements for adaptation to changing needs in terms of accessibility, durability, technology and marketability.	<input type="checkbox"/>	
List requirements in relation to build quality, which refer to performance of the building through its structure and engineering systems.	<input type="checkbox"/>	
List quantitative and qualitative requirements in relation to functionality that refers to the relationship between spaces and the people who will live in them. For example, an open-plan kitchen integrated with lounge area; island bench allowing room for some stools for casual family dining.	<input type="checkbox"/>	
List requirements in relation to impact that refer to the effect the house will have in its community and on the environment, including its form, style and preferred materials.	<input type="checkbox"/>	
Include sustainability considerations and measures to reduce environmental impacts such as use of recycled or responsibly sourced materials, rainwater collection and/or renewable	<input type="checkbox"/>	

Item	Check	Notes
energy.		
<b>PERFORMANCE</b>		
Quantify performance targets in relation to aspects such as comfort, heating, cooling, water and energy. Determine, for example, the desired inner temperature all year-round.	<input type="checkbox"/>	
State if the house will pursue a certification system such as Homestar or Passive House, as this will inform the designer about special requirements to take into account.	<input type="checkbox"/>	
<b>PROCUREMENT</b>		
Summarise the main points of the Procurement Plan (documented in the Plan stage) and an indication of design processes to be used, e.g., integrated design approach.	<input type="checkbox"/>	
<b>TIMING</b>		
Set targets for completion of the initial stages of the process, for example a time limit to buy the land. Refine the schedule with ideal completion times for key activities such as design, build and move in.	<input type="checkbox"/>	
<b>COUNCIL</b>		
Visit the nearest Auckland Council office to discuss consent requirements, timeframes and costs at a high level.	<input type="checkbox"/>	
Enquire about development contributions and how they may affect the cost of the project.	<input type="checkbox"/>	