

### Outline Brief Checklist

This checklist can be used to prepare an Outline Brief for a residential design and build project. It does not form an Outline Brief itself; but presents common areas that you should cover to ensure your brief reflects a broad range of key requirements.

Item	Check	Notes
<b>FINANCIAL</b>		
Define the available project budget, taking into account costs not directly associated with the design and build, such as consent and legal fees. Understand the resale value of homes in the area of interest and bank conditions for loans.	<input type="checkbox"/>	
<b>LOCATION</b>		
Outline lifestyle preferences and priorities including proximity to public transport, schools, shops, parks, etc.	<input type="checkbox"/>	
Define how the building should integrate with the local context and environment, e.g. the ideal level of privacy from neighbours and interaction with outdoors.	<input type="checkbox"/>	
<b>DESIGN</b>		
Define high-level objectives and key ideas the project should achieve.	<input type="checkbox"/>	
Consider future requirements such as ramps instead of stairs, wide doors to allow wheelchair access or adaptability of rooms once children move out.	<input type="checkbox"/>	
Define spatial needs in terms of quality, not quantity. For example, open plan for social living and quiet spaces to retreat to.	<input type="checkbox"/>	
Define priorities regarding quality, time and cost.	<input type="checkbox"/>	
<b>PERFORMANCE</b>		
Outline performance targets in relation to aspects such as heating, cooling, water, and energy.	<input type="checkbox"/>	
State if the house will pursue a certification system like Homestar or Passive House, as this will inform the designer about special requirements to take into account.	<input type="checkbox"/>	
<b>TIMING</b>		
Estimate a general schedule, including ideal completion times for key activities such as buy land, design, build and move in.	<input type="checkbox"/>	
<b>COUNCIL</b>		
Visit the nearest Auckland Council office to discuss high-level consent requirements, timeframes and costs.	<input type="checkbox"/>	