WS PLANNING & ARCHITECTURE

DESIGN BRIEF

Ensuring an accurate design brief is a key stage in the development process and can be essential in saving you time, money and ensure far more accurate results. We will discuss the requirements you set out below, agree on a suitable way forward and help you achieve your aims. If you require further assistance completing this form please call a member of the WS Planning & Architecture Team on 01737 225711. The design brief will need to be agreed in writing prior to any work being carried out. Please sign and return the form by email, post or fax using the details at the foot of the page.

Name ..... **Contact Details** .....

Address .....

Description of development required

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Needs (i.e. Your actual requirements) - Use extra sheet or email if necessary

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Wants (i.e. Traditional or Contemporary finish) - Use extra sheet or email if necessary

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Budget Expectations .....

Timescales .....

Planning Drawings	**YES/NO**	**Signed**	.....
Building Regulations	**YES/NO**		
Contract Admin	**YES/NO**	**Date**	__ __ / __ __ / __ __

WS PLANNING & ARCHITECTURE

EUROPE HOUSE, BANCROFT ROAD, REIGATE, SURREY, RH2 7RP

T: 01737 225711 F: 01737 226311 EMAIL: ADMIN@WSPA.CO.UK

Design Brief Continued...

Needs

Wants

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