



A range of useful sample questions for your first meeting with your architect.

1. Quality

What experience do you have relating to my type of project?
How many of this type have you done?
How big were they?
When and where were the most recent?
Can I go and look at these?
How much do I have to spend to get what I want?
How would you rate the quality of these buildings?
Will you be doing the work personally? If not can I meet the staff who will?

2. Timescale

How long will design work take?
When can you start?
What will be the key milestone dates for the design work, approvals and construction?
At what point will I start receiving your charges?

3. Cost

What should I set as a construction cost limit?
What will your fees be?
When do they have to be paid?
What other design consultants will I need?
What are their charges likely to be?
Will I have to pay VAT on fees and construction?
What Grants might I be entitled to?
What other Government assistance might be available?

4. The Service

What is included in your services?
What jobs are excluded from your services?
Explain the service that would best for me.
Explain the type of construction contract that would best suit my project.

5. The Appointment

Can you provide a draft appointment document for me to consider?

6. The Brief

What details do you require as a brief?

1. Floor Area?
2. No of Rooms?

Are there likely to be problems over

3. Special Features?
4. Is the building Listed/Conservation Area/T.P.O?
5. Site Boundaries?
6. Ownership detail?
7. Access details?
8. Services/utilities information?

7. Progress/Project Management

What progress reports will you supply and when will these be issued?

Who will look after the progress of the design team and action any problems?

Who will look after the progress of the construction team, authorise variations and issue the instructions?