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CLIENT BRIEF

Client names:

Client address:

Site address (if different):

Telephone: day: Evening:

Mobile: Fax:

Email:

Date of first contact:

Date of consultation meeting:

Date and time of briefing meeting:

What part of the site is to be worked upon?

What is to be done? Full design, hard landscaping, planting.

How Long have you lived at this address?

How long do you propose to remain?

When was the house built?

Client details

Number living at site address: comprising....

Client's ages: children: ages: M/F

Pets: Ages:

Staff: Ages:

Relatives: Ages:

Is there anyone else who has access to or uses the site on a regular basis?:

If so who?:

Does anyone who uses the garden have disabilities which will need consideration?

Please give details:

Does anyone who uses the garden suffer from hay fever or any other relevant allergies?

Please give details:

At what time and on which days is the garden currently most used?

How do you use the garden now?

When do you not use the garden?

Is there a period when you are frequently away and the garden is not seen or looked at?

How do you want to use the space?

Entertaining/dining? Yes/No If so for up to how many?

Barbecuing Yes/No Sitting (in sun) Yes/No (In shade) Yes/No

Swimming/Hot tub/Jacuzzi Yes/No: Working Yes/No

Playing games (Croquet etc.) Yes/No

Children's play Yes/No: Does this play require Equipment?

Do the children have any special (non-playing) activities which need to be catered for?

Practical considerations

In any recent works to the property, have any windows or doors been designated as emergency exits? Yes/No.

If yes, please specify:

Will any of the following be needed:

Compost heap Yes/No Shed/workshop/potting shed Yes/No

Washing line Yes/No: What sort of washing line?

Where is it at present?

Water butt Yes/No Outside tap Yes/No

Garage Yes/No: Access from garage through site? Yes/No

Access to street Yes/No Electrical supply Yes/No Explain

Surrounding area

Front boundary

Left boundary

Right boundary

Rear boundary

Noise intrusion?

Any smells?

Access from street?

Explain

Is the site overlooked?

Garden construction

Hard landscaping materials used

Paths - to be retained?

Steps - to be retained?

Walls/fences - to be retained

Any other structures to be retained?

Climate

General feel

Prevailing wind?

Sunny and shady areas

Condition of site

Drainage

Soil depth

Level changes

Planting

Which plants stay and which will go.

Condition of trees

TPOs?

Lighting : Yes/No - if so what type:

Security Yes/No: Directional Yes/No

Illuminating plants/trees Yes/No Ambient Yes/No

Additional Details:

Permanent Barbeque? Yes/No

Mobile Barbeque? Yes/No

Irrigation Yes/No

Materials to be used

What materials are already used on site on the house.

In the garden.

Do you like these materials Yes /No

What materials would you like to be used in the garden?

Gravel Yes/ No Decking Yes/No Timber Yes/No

Natural stone Yes/No Reconstituted stone Yes/No Recycled materials Yes/No

Salvaged materials Yes/No

Any other materials:

Which materials would you not like to see used in the garden?

Garden style

Are there garden styles that you like?

Are there any garden styles that you dislike?

How do you want the garden to look?

Neat/tidy Yes/No Full of plants Yes/No

Cottage style Yes/No Traditional Yes/No

Formal Yes/ No Informal Yes/No

Contemporary Yes/No Minimalist Yes/No

Do you collect anything that you would like included in the garden?

Planting

Spring colour Yes/No Summer colour Yes/No Autumn colour Yes/No

Winter colour Yes/No All year colour Yes/No Scented Yes/No

Attracts wildlife Yes/No (If so, what kind of wildlife)

Are there any plants that you would like to be included?

Are there any plants that you would not like to be included?

Colour

What colours do you like?

What colours do you dislike?

Are there any colours in the house in rooms adjacent to the site, that can be used in the garden? Yes/No

If so, what?

Interior decor (if relevant)

Modern Yes/No: Traditional Yes/No

What can be retained on site?

Are there any structural elements within the garden that can be kept? Yes/No

If so, What?

Are there any trees or plants to be retained?

Do you want to change any of the boundary fences/hedges/ walls etc (if so client needs to check which are their boundaries/speak to neighbours etc).

So, everything else can be removed from site?

Garden maintenance

What level of expertise/interest do you have?

No interest Yes/No Some Yes/No

Enthusiastic amateur Yes/No Plantsman Yes/No

Professional Yes/No

How many hours per week do you spend maintaining the garden at present?

Greenhouse Yes/No Conservatory Yes/No

Parking space - if so for how many?

Is this set to change in the future Yes/No

Where are cars parked at present, garage, drive, off road, on road?

Does this work satisfactorily? Yes/No Explain:

Dustbins Yes/ No Do the bins need to be kept on site?

Where are they kept at present

Is this convenient Yes/No Explain

Bonfire site Yes/No Special storage (if so, for what)

Ramps/handrails Yes/No (if so for whom)

Anything else to be incorporated?

Garden features

Which (if any) of these features would you like included in the garden?

Terrace (to accommodate how many and for what purpose?)

(in sun) Yes/No: (in shade) Yes/No

Lawn Yes/No Herb Garden Yes/No

Vegetable garden Yes/No: Wildflower garden/meadow Yes/No

Fruit trees Yes/No Soft Fruit Yes/No

Arches Yes/No Pergola Yes/No

Gazebo Yes/No Summer House Yes/No

Other buildings (studio, office, children's den) Yes/No

Additional Details:

Water Feature(s): Yes/No - if so what type:

Fountain Yes/No Formal pool Yes/No

Informal pond Yes/No: Rill Yes/No

Stream Yes/No Waterfall Yes/No

Additional Details:

How many hours per week do you want to spend maintaining the garden?

Who looks after the garden?

Is this set to change?

Is the work divided and if so, how?

Are there any jobs that you particularly like doing in the garden?

Are there any jobs you hate?

Any physical infirmities that currently precludes your enjoyment of the garden?

Is there anything that currently precludes your enjoyment of the garden (lack of privacy, noise, pollution?)

Miscellaneous

Local authority constraints

Maximum wall heights Tree

Preservation Orders

Listed Building Consents

Listed Garden

Area of Outstanding Natural Beauty

Conservation Area.

Are there any areas of the garden that are particularly.....

Wet? If so, where

Dry? If so, where

Windy? If so, where

Smelly? If so where

Where is the most sheltered part of the garden?

Where is the least sheltered part of the garden?

Any other information that you think is relevant:

Any other points.