



WRITING AN ARCHITECTURAL BRIEF

The following document has been developed by Northlight to assist with the successful solution of your design problem.

A good written brief is a very useful document for a number of reasons.

- It provides a process for you to think critically about the project you are embarking on, and can help you to resolve, or begin to resolve your own thoughts.
- It provides the designer with a beginning guideline as to what the solution (the building) should contain.
- The document can be used, reviewed and developed over time by you and the designer as the design develops and matures, and help control the integration of other issues that can arise around budget, regulations, changes in ideas and expectations over time.

WHAT TO DO

1. Consider each space in your project, one at a time.
A space could be a room, a veranda, an outdoor area or a place in the garden. Whatever you feel defines an area of specific function.
2. Give the space a unique name so it can be discussed without confusion.
One person's Games Room is another's Family Room, so avoid confusion from the start.
3. Describe the main function or activities that you see occurring in that space, where possible, consider how often each function is required eg big family dinners – every week.
4. List the contents of that room – you may have specific furniture pieces or artwork or you may have a new purchase in mind or a dream piece that should be allowed for. Consider what is needed to fulfil the functions you have chosen.
5. If you have strong impressions about how the room should feel or present, try to list a few keywords that help to get the idea across, if you have seen pictures in magazines of similar ideas or concepts, put those in the brief file with a tag and a note you remind yourself what caught your eye.
6. Finally, consider the relationship of this space with other spaces in the project; what should be close to what? Are there views you would like to achieve from specific spaces?

If there are priority items, note these where you can and try to distinguish between “need to have” and “nice to have” items.

Completing this process will allow you to have a clearer grasp of what you are asking for and help you to assess the design solutions that are presented to you.

Good luck, and don't forget to call me if you need any assistance with this task.

Yours Sincerely,

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