BRIGHT ARCHITECTURAL SOLUTIONS

After planning approval

A checklist for briefing your technical design team.

Gather the project information

- [ ] Send the approved drawings, decision notice and any conditions together.
- [ ] Include survey files, structural information and any builder queries you already have.
- [ ] List changes you are considering and mark them on a copy of the drawings.

Agree what the drawings need to cover

- [ ] Identify details the builder needs to price and build the work, including tricky junctions.
- [ ] Check who appoints the structural engineer and who coordinates the drawings and calculations.
- [ ] Ask what is included for building control, tendering and construction.

Agree responsibilities and dates

- [ ] Record who handles submissions, responses to queries and drawing revisions.
- [ ] Share your target start date and agree when the team needs decisions or missing information.