

**Meeting with your architect**

Before you meet with your architect for the first time, it's worth spending some time writing down what you want to achieve. For example, you might want an architect's advice, you might only want them to apply for planning permission, you might want them to obtain quotes for building work or you might want them to manage every part of the project for you from start to finish.

Have these notes with you so that you can look over them during the meeting. It is important to give your architect as much information as possible so that they can have a clear understanding of what it is that you want.

After the meeting you should make sure that the architect provides you with written confirmation of what it is they will do and how much it will cost, before they instructed to undertake any work.

**Before the meeting**

**What do you want to achieve?**

(for example a new extension to a house, a conversion of a property or a new dwelling etc)

**What do you want the architect to do for you?**

(for example obtain planning permission, provide you with drawings for construction purposes, obtain quotes, project manage the work)

**What is your budget?**

**Do you have any time constraints?**

**During the meeting with your architect**

When meeting an architect they will want to talk to you about your building project so they understand what you are looking for. You should take your architect's advice into account when making decisions, but if they suggest something that you are not comfortable with, please say so. If you both clearly understand what you want at this early stage, it may prevent problems as the project progresses. It is your project, and the architect will want to make sure that you are satisfied with the end result.

**What does the architect advise?**

**Are your proposals achievable on your budget?**

(you should remember that your budget will also need to cover any third party costs such as structural engineers and surveyors etc.)

You should consider asking the architect about the following:

**What is the architect's fee?**

How will that be calculated and are there any other extra costs? (for example council fees, structural engineer)