

HOUSING DESIGN BRIEF

Project Title: _____

Site Location: _____

Authority/Association: _____

Architect: _____

Housing Manager: _____

Date of Issue: _____



Published jointly by:

The Institute of Housing

The Royal Institute of British Architects



CONTENTS

Introduction

Page Nos.

Section 1 : Estate Layout

L/01-04

Section 2 : External Curtilage

E/01-02

Section 3 : Dwelling Interiors

D/01-03

Section 4 : Components

C/01-03

Section 5 : Services Installations

S/01-03

Section 6 : Management/Maintenance

M/01-02

Section 7 : Planning Requirements

P/01-02

Section 8 : Technical Specification

T/01-02

Section 9 : Additional Requirements

A/01-03

Section 10 : Explanatory Notes

EN/01-03

HOUSING DESIGN BRIEF

Introduction:

This standard brief is intended for use by the housing managers of Local Authorities, Housing Associations and other clients, as a clear set of guidelines for the architect appointed to design a new housing scheme. It is based on the standards set out in "Homes for the Future" published by the Institute of Housing and the Royal Institute of British Architects in 1983. It is thus aimed primarily at the public sector but the briefing procedures and many of the standards proposed are equally applicable to the private sector.

Similar briefs are available for schemes of rehabilitation and for special purpose housing such as that for the elderly, single and disabled people.

Using the Brief:

The brief is set out in the format of a standard specification to be handed to the Architect, at the initial design stage. The briefing items listed are general in nature and will require supplementing by further details specific to the particular site and to suit individual client requirements. Extra blank pages have been included for this purpose at the end of the Brief. Explanatory notes have also been provided to indicate the type of additional information which will be required, these are referred to in the text.

The briefing 'clauses' have been set out under three categories of importance:

Essential Standards—identified by bold type.

Desirable Standards—identified by italics.

Suggested Standards—identified by light type.

Whilst it is open to a client authority to modify or delete any of the briefing items, it is strongly urged that the 'Essential' or 'Desirable' standards should be adopted wherever possible to help encourage a high quality of new housing provision.

Follow-up Action:

The preparation of a clearly thought-out brief is only the starting point in the design, construction and management process. Briefing and feedback should be regarded as a continuing process between the client and his architect as a scheme develops. This standard document should not therefore be regarded as a rigid framework but as a set of principles to be applied flexibly in the best interests of the ultimate client, the tenant or owner of the house.

SECTION ONE

ESTATE LAYOUT	L/01
------------------	------

REF. NO.	BRIEFING REQUIREMENT	NOTES
	<p>Proposed Development</p> <p>(See explanatory note 1.)</p>	

REF. NO.	BRIEFING REQUIREMENT	NOTES
2.	Definition of Public and Private Spaces	
2.1	ALL EXTERNAL SPACES MUST BE WELL DEFINED AND THEIR FUNCTION CLEARLY DETERMINED AT THE OUTSET AND DESIGNED ACCORDINGLY. THESE MUST BE SHOWN ON THE PLAN MADE AVAILABLE TO THE CLIENT.	
2.2	EVERY DWELLING SHOULD HAVE A ZONE OF PRIVATE SPACE AROUND IT AND THIS CANNOT BE ACHIEVED WHERE THE PUBLIC SPACE OVERLAPS, THE BOUNDARY IS UNCLEAR, OR WHERE THE PRIVATE SPACE IS EXPOSED OR UNPROTECTED. The form of division must again be made clear on the plan.	
2.3	Open plan frontages to the elderly persons dwellings and other dwellings facing a semi-private cul-de-sac are acceptable. Dwellings fronting a main road or footpath must have a firm division or boundary. (See note 2)	
3.	Development Form and Layout	
3.1	<i>Sub-division of the estate into clusters is sought.</i>	
3.2	<i>Pedestrian routes through dwelling clusters should be avoided to reinforce their separate identity and private nature.</i>	
3.3	<i>Larger family dwellings should be well distributed, to limit concentration of children in any part of the estate.</i>	
3.4	<i>The elderly person dwellings should be tightly clustered around a joint vehicular/pedestrian accessway.</i> (See note 3)	
4.	Orientation and Outlook	
4.1	<i>Living rooms and rear gardens should have a southerly aspect as far as possible and generally dwellings sited to maximise solar gain.</i>	
4.2	<i>As far as possible each dwelling should offer "active" and "passive" view from the windows. The active view will be the public side and this should be carefully designed to protect individual privacy.</i> (See note 4)	
5.	Car Access and Accommodation	
5.1	<i>Heavy emphasis should be placed upon the visual attractiveness of hard landscape areas, the sensitive integration of roads and parking provision into the layout, and the relaxation of rigid demarcation between pedestrian and vehicular areas.</i>	
5.2	<i>Shared pedestrian/vehicular access ways are favoured for small cul-de-sacs on the site particularly those serving elderly and disabled persons dwellings.</i>	

REF. NO.	BRIEFING REQUIREMENT	NOTES
5.3	As far as possible, roads and footpaths should be built to the appropriate highway authority standards although consideration will be given to maintaining areas which cannot meet these standards and/or the capital cost of meeting such standards is prohibitive. The layout should take account of national and local requirements for maximum carrying distance for dustbins, access for ambulances, fire appliances, and coal delivery lorries.	
5.4	<p><i>Large grouped parking and garaging areas are unacceptable. In general, no more than three car parking spaces should be placed together and similar dispersal should apply to garage sites.</i></p> <p>(See note 5)</p> <hr/> <p>Footpaths</p> <hr/>	
6.1	FOOTPATH LINKS ARE REQUIRED TO SURROUNDING FACILITIES.	
6.2	<i>The footpath network should reinforce the separate identity of dwelling clusters by avoiding through routes and designing them to limit their use to residents in that particular area. Paths should not intrude into private dwelling space and suitable protection should be provided.</i>	
6.3	<i>Paths should be given interest and character by avoiding, for example, long straight lengths. Right angle turns should be avoided.</i>	
6.4	It is recognised that footpath desire lines are difficult to predict and a contingency sum should be allowed for moving or positioning footpaths as desire lines become established.	
6.5	<i>The gradient for footpaths should generally not exceed 1:10 or 1:8 for paths with handrails. However, generally a maximum gradient of 1:12 should be adopted, particularly for elderly person access and 1:20 for disabled person dwellings.</i>	
6.6	Where steps provide a short and direct route an alternative means of access, such as a slowly ascending path, should be provided.	
6.7	INCLINING PATHS SHOULD BE PAVED WITH MATERIALS WHICH OFFER GOOD GRIP. DROP PAVEMENT CROSSINGS SHOULD BE PROVIDED IN BOTH DIRECTIONS AT ALL ROAD JUNCTIONS WITH CHANGE OF LEVEL INDICATED BY TEXTURAL CHANGES FOR THE VISUALLY HANDICAPPED.	
6.8	<p><i>Paths widths should never be less than 900 mm even on house footpaths and care should be taken to avoid planting adjacent to footpaths bushes and trees that overhang at face level.</i></p> <p>(See note 6)</p> <hr/>	
7.	Children's Play	
7.1	<p>PLAY PROVISION SHALL BE MADE SPECIFIC TO PARTICULAR AGE RANGES AND DETAILED ACCORDINGLY.</p> <p>(See note 7)</p>	

REF. NO.	BRIEFING REQUIREMENT	NOTES

REF. NO.	BRIEFING REQUIREMENT	NOTES
1.	Privacy and Security	
1.1	THE NEED FOR PRIVACY MUST BE RECOGNISED AS A MOST IMPORTANT FACTOR IN LAYOUT DESIGN. Where possible, gardens and living rooms should not be overlooked. Where private areas are adjacent to public areas which are heavily used physical protection should be given (i.e. substantial walls and fences).	
1.2	Well used public areas should be adequately lit and dense planting of trees and bushes in close proximity to footpaths which might hinder visual security should be avoided.	
1.3	In blocks of flats with common entrances, corridors and hallways should be well lit with no hidden recesses. Common entrances open to the public should be avoided or access controlled (e.g. by a door entry system).	
1.4	MATERIALS SHOULD BE ROBUST BUT ATTRACTIVE AND EASY TO MAINTAIN. (See note 11)	
2.	Gardens	
2.1	THE MINIMUM SIZE GARDEN FOR FAMILY DWELLINGS IS 50 SQUARE METRES. All private gardens should be enclosed with a fence (but see below).	
2.2	<i>For elderly persons, smaller garden areas will be acceptable, but where the layout permits, each garden space should be flexible so that it can expand or contract with adjacent soft landscape areas to be maintained by the authority.</i>	
2.3	REAR FOOTPATH ACCESS TO PRIVATE GARDENS IS ESSENTIAL WHERE THERE IS NO ACCESS FROM FRONT TO REAR WITHOUT PASSING THROUGH LIVING AREAS OF THE DWELLING.	
2.4	Paving slabs should be provided adjacent to ground floor windows to facilitate cleaning and they should also be provided under or adjacent to clothes lines and rotary driers. (See note 12)	
3.	Fences, Walls and Hedges	
3.1	<i>These must be of a height and substance appropriate to their function in a range of situations.</i> All types of fences, walls and hedges should be identified on the plan and approval obtained.	
3.2	Brick walls should have robust copings with well detailed damp proof courses and low porosity bricks.	
3.3	Where privacy screens are required at the end of terraces, along the sides of end gardens or where private gardens adjoin well used paths or spaces a 2 metre high close boarded fence or wall should be provided.	

REF. NO.	BRIEFING REQUIREMENT	NOTES
3.4	All enclosed gardens should have gates—designed to prevent removal by vandals. (See note 12)	
4.	Provision for clothes drying	
4.1	Suitably screened communal drying space should be provided adjacent to all flatted accommodation. This should be easily supervised by residents of that accommodation and have only one entrance leading immediately to the dwellings they serve.	
4.2	Dwellings with private gardens should have suitable provision including adjacent paved area (see above). (See note 13)	
5.	In-curtilage Parking	
5.1	<i>Provision should be made wherever possible for taking the car to the dwelling and for providing for its storage within the curtilage. This is expected to be the case for all family dwellings but for flats, whilst adjacent parking is generally achievable garage sites should be provided in small groups which are capable of being easily supervised.</i>	
5.2	Garages will not be provided on this site but garage bases provided in the curtilage of family dwellings wherever possible and on garage sites for tenants to erect their own garage.	
5.3	IN CERTAIN PARKING BAYS, PROVISION SHALL BE MADE FOR DISABLED PERSONS CARS AND AN EXTRA WIDE BAY PROVIDED.	
5.4	FOR THE DISABLED PERSON DWELLINGS, A CARPORT OR GARAGE ADJACENT TO THE DWELLING IS REQUIRED WITH DIRECT ACCESS FROM THE PROVISION TO THE MAIN ENTRANCE DOOR.	
5.5	DROPPED PAVEMENT CROSSINGS SHALL BE PROVIDED BETWEEN FOOTPATHS AND PARKING AREAS.	
5.6	Attention should be drawn to the local provision which is identified in the planning brief. (See note 14)	

REF. NO.	BRIEFING REQUIREMENT	NOTES
1.	Space Standards	
1.1	THE PRINCIPALS OF PARKER MORRIS SPACE STANDARDS SHOULD BE RETAINED FOR ALL DWELLING TYPES. SOME FLEXIBILITY WILL, HOWEVER, BE ALLOWED AT THE MARGIN DEPENDENT UPON DESIGN CONSIDERATIONS AND HOUSE PLANS WILL BE ASSESSED IN RELATION TO ACTIVITIES RATHER THAN STRICT FLOOR AREA STANDARDS.	
1.2	<i>Space for consumer durables and household aids should also be identified on plan.</i> (See note 15)	
2.	Layout	
2.1	ALL FLOOR PLANS SHOULD INDICATE FURNITURE LAYOUT, RADIATOR POSITIONS, ELECTRICAL POINTS AND KITCHEN EQUIPMENT. (See note 16)	
3.	Entrances	
3.1	<i>The main entrance should always open into an enclosed lobby or hall but not directly into living spaces. The entrance door should be recessed or protected by a canopy.</i>	
3.2	<i>All first floor flats (where the scheme is limited to 2 storey) must have their own separate enclosed private entrance at ground level rather than a common staircase. Common staircases would only be accepted (for 3 storey and above) with an entryphone system.</i>	
3.3	<i>Rear doors into gardens should open from a circulation area or kitchen, not a living room.</i>	
3.4	<i>Where the design allows for easy incorporation a draught lobby should be provided.</i>	
3.5	WEATHER AND DRAUGHT STRIPPING TO EXTERNAL DOORS IS ESSENTIAL. (See note 17)	
4.	Circulation Areas	
4.1	In family dwellings, a space should be provided to park a folded pram or wheelchair without obstructing circulation areas.	
4.2	A suitable location should be provided for hat and coat hooks.	
4.3	Staircases should not pitch directly down to the entrance door.	
4.4	Single steps and winders should preferably be avoided and staircase widths should be sufficient to allow furniture to be manoeuvred.	

REF. NO.	BRIEFING REQUIREMENT	NOTES
4.5	<p>The position of windows, doorways, roof access traps, etc., should be carefully positioned to avoid the risk of falls and ceilings over staircases should be at a level easily accessible for decoration.</p> <p>(See note 18)</p>	
5.	<hr/> <p>Kitchens</p> <hr/>	
5.1	<p>As a minimum, spaces in the kitchen must be identified for the following appliances: large refrigerator, washing machine, tumble drier and cooker; with future provision shown for split level oven and hob, deep freeze cabinet and a dishwasher. In order to achieve this, a reduction in the number of built-in cupboards is acceptable.</p>	
5.2	<p>The Parker Morris sequence of worktop/cooker/worktop/sink/worktop is preferred and hot and cold supply and waste connections should be left available for washing machine connection.</p> <p>(See note 19)</p>	
6.	<hr/> <p>Utility Room</p> <hr/>	
6.1	<p><i>A separate utility room is desired. A house design will be acceptable which incorporates a second w.c., general storage and pram space into such an area and, if possible, with this utility room serving a dual function as a draught lobby.</i></p> <p>(See note 20)</p>	
7.	<hr/> <p>Bathrooms and W.C.'s</p> <hr/>	
7.1	<p>THE PROVISION OF A SECOND W.C. IN FIVE PERSON DWELLINGS AND OVER IS ESSENTIAL. IN THREE AND FOUR PERSON DWELLINGS, THE W.C. SHOULD BE IN A SEPARATE COMPARTMENT.</p>	
7.2	<p><i>Bathroom design should facilitate use by the elderly and disabled. A platform at the head of the bath is particularly useful.</i></p>	
7.3	<p>Partitions forming bathrooms and separate W.C. compartments should be sound insulated and capable of supporting grab rails and poles adjacent to the bath and W.C. These should be fitted as standard in aged person dwellings.</p>	
7.4	<p>OUTWARD OPENING DOORS TO BATHROOMS ARE ESSENTIAL FOR ELDERLY AND DISABLED PERSONS, AND THE LOCKS SHOULD BE CAPABLE OF BEING RELEASED EXTERNALLY.</p> <p>(See note 21)</p>	
8.	<hr/> <p>Bedrooms</p> <hr/>	
8.1	<p>The planning of bedrooms should keep in mind the possibility of their being used as secondary living space.</p>	
8.2	<p><i>As far as possible, double bedrooms should allow for their future sub-division.</i></p>	

REF. NO.	BRIEFING REQUIREMENT	NOTES
8.3	<p>For single bedrooms, their shape should be such that they accommodate a bed in more than one position.</p> <p>(See note 22)</p>	
9.	<hr/> <p>Storage</p> <hr/>	
9.1	<p>OVERALL STORAGE SPACE AS SET OUT IN THE PARKER MORRIS REPORT SHOULD BE USED FOR ALL DWELLING TYPES. The space should be planned in such a way that a proportion can either take the form of enclosed storage or used to enlarge a living room or bedroom.</p>	
9.2	<p>A balance is required between storage space at ground and first floor levels and it should always be well distributed throughout the house.</p>	
9.3	<p>For those dwellings with gardens or entrances at ground floor level a directly accessible external space is preferred to a separate external store.</p>	
9.4	<p>A small proportion of storage space in the form of built in cupboards is desired and these are preferred in circulation areas where they are more easily accessible. (See also 'Wardrobes', C/02, 5.1).</p>	
9.5	<p>Careful consideration should be given to the siting of radiators, power points and switches, door swings etc., to ensure the space can be easily adapted by householders.</p>	
9.6	<p>Long narrow stores are not generally acceptable, but where unavoidable, should be provided with artificial light and an outward opening door.</p>	
9.7	<p>Where the general storage requirement of the dwelling is grouped together to form what is virtually another small room in order to aid flexibility of use as a study or utility room it should be provided with a window, lighting point, and power point.</p> <p>(See note 23)</p>	
10.	<hr/> <p>Mobility Standards</p> <hr/>	
10.1	<p>ALL DWELLINGS SHOULD BE DESIGNED TO MOBILITY STANDARDS. THE MINIMUM CORRIDOR WIDTH SHOULD BE 900 mm WITH DOOR SETS OF THE SAME WIDTH. THRESHOLDS TO INTERNAL DOORS SHOULD BE AVOIDED AND LEVEL ENTRANCES PROVIDED TO ALL DWELLINGS.</p> <p>(See note 24)</p>	

REF. NO.	BRIEFING REQUIREMENT	NOTES
1.	Windows	
1.1	ALL WINDOWS ABOVE GROUND FLOOR LEVEL SHOULD ALLOW FOR CLEANING AND REGLAZING INTERNALLY.	
1.2	<i>The maximum acceptable reach from inside is 550 mm and fixed lights or side hung casements should be designed within this limitation.</i>	
1.3	<i>Catches to all windows must be reachable from a standing position and easily manipulated with one hand. In dwellings for the elderly or disabled, an appropriate window design should be selected which allows fasteners to be fixed at low levels.</i>	
1.4	<i>The design of window fasteners should allow for trickle ventilation and provide for security. In living rooms, particularly in housing for the elderly, low window sills and avoidance of transoms at eye level (for the seated person) are important.</i>	
1.5	HIGH PERFORMANCE WINDOWS WITH INTEGRAL DRAUGHT SEALS ARE ESSENTIAL.	
1.6	<i>The design of the window frame and sashes should allow for subsequent addition of secondary skin of glass or system of double glazing.</i> <i>(See note 25)</i>	
2.	Doors	
2.1	<i>The design of entrance doors should place a high priority on security and glazed panels should have wired or toughened glass.</i>	
2.2	<i>Letter plates should have internal hoods and prevent access to doorlocks.</i>	
2.3	<i>Five-lever mortice locks or cylinder locks with latches should be specified; a security chain in housing for the elderly should be provided.</i>	
2.4	<i>A glazed panel or peephole is also desirable to allow occupants to see callers.</i>	
2.5	<i>Letter cages should be provided on front doors in housing for the elderly and disabled.</i> <i>(See note 26)</i>	
3.	Linen Storage	
3.1	LINEN STORAGE SPACE OF 0.5 CUBIC METRES IS THE MINIMUM FOR ALL DWELLINGS. Linen cupboards should be positioned in circulation areas as far as possible and ventilated and fitted with a heater if not containing the hot water cylinder. <i>(See note 27)</i>	

REF. NO.	BRIEFING REQUIREMENT	NOTES
4.	Clothes Drying	
4.1	<p><i>For flats where external drying facilities are not possible, a retractable clothes line unit and ideally a heater should be fitted in the bathroom. Positive permanent ventilation is required.</i></p> <p>(See note 28)</p>	
5.	Wardrobes	
5.1	<p><i>Any built-in wardrobes should be formed along internal walls and vented to avoid condensation risks.</i></p> <p>(See note 29)</p>	
6.	Finishes	
6.1	<i>Finishes generally should be approached from the viewpoint of minimising maintenance and should be durable.</i>	
6.2	All concrete ground floors should be tiled.	
6.3	Non-slip tiles should be provided in kitchens and bathrooms in dwellings for the elderly and disabled.	
	(See note 30)	
7.	Roof Space	
7.1	All roof spaces should be provided with an access trap of at least 550 mm in width and fitted with draught seals.	
7.2	The area around the water tanks and between the tanks and the hatch should be boarded out to allow safe access in the roof.	
7.3	<i>For family dwellings, the potential conversion of the roof space into living accommodation or storage is desirable.</i> Traditional roof structures are therefore preferred to trussed rafters.	
	(See note 31)	
8.	Roof Insulation	
8.1	THE ROOF INSULATION STANDARD SHOULD PROVIDE A 'U' VALUE OF 0.23 W/M²/°C (THE EQUIVALENT OF 150 mm OF LOFT INSULATION).	
8.2	THE DESIGN SHOULD INCORPORATE ADEQUATE VENTILATION AT EAVES AND RIDGE LEVEL AS WELL AS GABLE ENDS.	
	(See note 32)	

REF. NO.	BRIEFING REQUIREMENT	NOTES
9.	<u>Wall Insulation</u>	
9.1	FOR WALLS, A 'U' VALUE OF 0.4 W/M²/°C SHOULD BE PROVIDED. (See note 33)	
10.	<u>Floor Insulation</u>	
10.1	FOR FLOORS, A 'U' VALUE OF 0.4 W/M/°C IS SOUGHT AND THE INSULATION MAT SHOULD EXTEND OVER THE WHOLE GROUND FLOOR AREA.	
10.2	Other (See note 34)	

REF. NO.	BRIEFING REQUIREMENT	NOTES
1.	Heating Standards	
1.1	THE HEATING SYSTEM SHOULD BE MATCHED TO THE FORM OF CONSTRUCTION AND TAKE ACCOUNT OF THE THERMAL CAPACITY OF THE BUILDING AND BE RELATED TO THE EXPECTED USE AND OCCUPANCY.	
1.2	WHOLE HOUSE CENTRAL HEATING IS ESSENTIAL AND SHOULD PROVIDE FOR THE FOLLOWING DESIGN TEMPERATURES WHEN THE OUTSIDE TEMPERATURE IS -1°C . Living areas 21°C Kitchen and circulation areas 16°C Bathrooms 21°C Bedrooms 21°C	
1.3	IN AGED AND DISABLED PERSON DWELLINGS, DESIGN TEMPERATURE STANDARDS SHOULD PROVIDE FOR 21°C THROUGHOUT. (See note 35)	
2.	Ventilation	
2.1	EXTRACT SYSTEMS IN KITCHENS ARE ESSENTIAL. (See note 36)	
3.	Condensation	
3.1	THE DESIGN SHOULD ATTEMPT TO MINIMISE CONDENSATION RISKS.	
3.2	Particular attention should be paid to adequate general insulation; exposure on gable ends and other prominent positions; possibility of cold bridging around lintels, etc.; inefficient or inadequate heating; inadequate ventilation and incorrect location of vapour barriers. (See note 37)	
4.	Heating and Hot Water System	
4.1	<i>A radiant heat source should be provided in addition to central heating in all living areas to allow for topping up in cold weather or outside the full heating cycle.</i>	
4.2	<i>The heating system should, as far as possible, allow for possible extensions to high technology developments.</i>	
4.3	<i>For family dwellings, the upper floor should have a separately zoned area for heating control and there should be a separate cycle programmer for hot water systems.</i>	
4.4	ALL WATER AND SPACE HEATING SYSTEMS SHOULD HAVE ADEQUATE THERMOSTATS AND CONTROLS.	

REF. NO.	BRIEFING REQUIREMENT	NOTES																																													
4.5	HEATING CONTROLS AND EQUIPMENT MUST BE POSITIONED FOR EASE OF USE AND MAINTENANCE.																																														
4.6	<i>The system of central heating in housing for the elderly or disabled should be carefully selected for ease of operation and control.</i>																																														
4.6	RADIATOR CONTROL VALVES SHOULD BE PLACED AT THE TOP OF RADIATORS IN ALL ELDERLY AND DISABLED PERSON DWELLINGS. (See note 38)																																														
5.	Fuel Policy																																														
5.1	The types of fuel and heating system selected for this estate are indicated in the Technical Specification section. (See note 39)																																														
6.	Electrical Installation																																														
6.1	THE PROVISION OF ELECTRICAL SOCKETS SHALL BE AS THE NEW DESIRABLE STANDARD IN 'HOMES FOR THE FUTURE'. viz. <table> <tr> <th></th><th colspan="2">Number of Electric Sockets</th></tr> <tr> <th></th><th>New Desirable Standard</th><th>Parker Morris Desirable Standard (New min. Standard)</th></tr> <tr> <td>Kitchen associated with work surfaces, plus general use</td><td>4 2</td><td>4</td></tr> <tr> <td>Dining Area</td><td>4</td><td>2</td></tr> <tr> <td>Living Area</td><td>6</td><td>5</td></tr> <tr> <td>Living/Dining area combined</td><td>8</td><td>—</td></tr> <tr> <td>First (or only) Bedroom</td><td>4</td><td>3</td></tr> <tr> <td>Other Double Bedrooms</td><td>4</td><td>2</td></tr> <tr> <td>Single Bedrooms</td><td>4</td><td>2</td></tr> <tr> <td>Hall</td><td>1</td><td>1</td></tr> <tr> <td>Landing</td><td>1</td><td></td></tr> <tr> <td>Bathroom—shaver socket</td><td>1</td><td>—</td></tr> <tr> <td>Store/Workshop/ Garage</td><td>4</td><td>1</td></tr> <tr> <td>Single Study Bedrooms</td><td>4</td><td>2</td></tr> <tr> <td>Single Bedsitting rooms (non-family) dwellings</td><td>8</td><td>5</td></tr> </table>		Number of Electric Sockets			New Desirable Standard	Parker Morris Desirable Standard (New min. Standard)	Kitchen associated with work surfaces, plus general use	4 2	4	Dining Area	4	2	Living Area	6	5	Living/Dining area combined	8	—	First (or only) Bedroom	4	3	Other Double Bedrooms	4	2	Single Bedrooms	4	2	Hall	1	1	Landing	1		Bathroom—shaver socket	1	—	Store/Workshop/ Garage	4	1	Single Study Bedrooms	4	2	Single Bedsitting rooms (non-family) dwellings	8	5	
	Number of Electric Sockets																																														
	New Desirable Standard	Parker Morris Desirable Standard (New min. Standard)																																													
Kitchen associated with work surfaces, plus general use	4 2	4																																													
Dining Area	4	2																																													
Living Area	6	5																																													
Living/Dining area combined	8	—																																													
First (or only) Bedroom	4	3																																													
Other Double Bedrooms	4	2																																													
Single Bedrooms	4	2																																													
Hall	1	1																																													
Landing	1																																														
Bathroom—shaver socket	1	—																																													
Store/Workshop/ Garage	4	1																																													
Single Study Bedrooms	4	2																																													
Single Bedsitting rooms (non-family) dwellings	8	5																																													
6.2	SWITCH AND SOCKET OUTLETS SHOULD BE LOCATED FOR EASE OF USE AND, WITH THE EXCEPTION OF KITCHEN OR WORKSHOP SOCKETS WHICH SHOULD BE LOCATED ADJACENT TO WORK SURFACES, SHOULD BE AT LEAST 600 mm ABOVE FLOOR LEVEL. THEY SHOULD BE OF THE SWITCHED TYPE.																																														

REF. NO.	BRIEFING REQUIREMENT	NOTES
6.3	<i>Circuit breakers should be fitted rather than rewirable fuses. Consumer units should be at a convenient height and position for easy access.</i>	
6.4	Earth leakage circuit breakers should be fitted to sockets likely to be used externally.	
6.5	<i>A TV aerial point loft connection and brackets for fixing shall be provided.</i> (See note 40)	
7.	Telecom	
7.1	<i>A duct through the external wall shall be provided for a telephone line and possible future communication system.</i> (See note 41)	
8.	Mains Services	
8.1	<i>The water main stopcock, gascock and electrical mains switch should be readily locatable and easily operated.</i>	
8.2	<i>Distribution pipes should not be buried in floor screeds or behind dry linings unless in ducts with access covers.</i> (See note 42)	
9.	Sound Insulation	
9.1	A HIGH STANDARD OF SOUND INSULATION SHALL BE PROVIDED to party walls and to party floors. (See note 43)	

REF. NO.	BRIEFING REQUIREMENT	NOTES
1.	Completion of Works	
1.1	Adequate provision shall be made for the prevention of frost damage prior to occupation and all wet heating systems shall be drained off.	
1.2	Vehicular and pedestrian access shall be provided to all dwellings upon completion irrespective of the position for the estate as a whole. (See note 44)	
2.	User Manual	
2.1	<i>A complete user manual will be provided by the architect to the occupier of each dwelling which sets out details of the heating system and controls and the use of all appliances and fittings as well as basic information about the care of the structure of the dwelling.</i> (See note 45)	
3.	Handover Procedure	
3.1	The architect and/or his/her representative shall provide one hour of user instructions to the occupier upon completion.	
3.2	The contractor shall be expected to allow for the viewing of dwellings by prospective tenants.	
3.3	At least two weeks notice is required of the date of practical completion. (See note 46)	
4.	Defects	
4.1	Defects shall be attended to as quickly as possible after completion by the contractor and not more than six months from the date of practical completion.	
4.2	The names and telephone numbers of the sub-contract plumber and electrician to contact in case of emergencies during the Defects Liability Period shall be supplied to the Client at Practical Completion stage. (See note 47)	
5.	As-built drawings	
5.1	The architect shall supply as installed drawings of estate and dwelling plans to the Client in not more than 12 months after practical completion. (See note 48)	

REF. NO.	BRIEFING REQUIREMENT	NOTES
6.	<u>Inspections</u>	
6.1	<p>The architect will be required to compile a maintenance report upon the dwellings after one year from practical completion and at five yearly intervals thereafter based upon the maintenance records retained by the housing department.</p> <p>(See note 49)</p>	
7.	<u>Tenant Participation</u>	
7.1	<p>A tenant appraisal of the scheme shall be carried out by the housing department and the architect and/or his/her representative will be expected to meet with tenants and housing department representatives on up to four occasions during the first year of occupation.</p> <p>(See note 50)</p>	

SECTION SEVEN

**PLANNING
REQUIREMENTS**

P/01

REF. NO.	BRIEFING REQUIREMENT	NOTES
	<p>Planning requirements relating to the particular scheme and site should be entered in this section. The following is a list of items which should be included:</p> <p>Location and boundaries of Site Context of site in its surroundings Vehicular and Pedestrian Access arrangement Site Characteristics Development constraints</p>	

REF. NO.	BRIEFING REQUIREMENT	NOTES

SECTION EIGHT**TECHNICAL
SPECIFICATION****T/01**

REF. NO.	BRIEFING REQUIREMENT	NOTES
	<p>Technical requirements relating to materials, components and equipment should be entered in this section. The following is a check list of items which should be considered:</p> <p>STRUCTURAL ELEMENTS External walls Internal walls Floors Stairs and Access Balconies Roof Structure</p> <p>COMPONENTS External doors Windows Internal doors Ironmongery</p> <p>FINISHES Exterior finishes Interior finishes Floor finishes Ceilings Roof covering</p> <p>PIPED SERVICES AND DISPOSAL Soil, vent and waste systems and rainwater goods Gas and water supply Space and water heating Refuse disposal</p> <p>ELECTRICAL SERVICES Electrical installation Telephone installation Warden-Call system Television Fire alarms and equipment Lifts</p> <p>FIXTURES AND FITTINGS Kitchen layout and equipment Sanitary fittings Laundry equipment</p> <p>LOOSE EQUIPMENT Soft furnishings</p> <p>EXTERNAL WORKS Drainage Planting</p>	

REF. NO.	BRIEFING REQUIREMENT	NOTES

SECTION NINE

ADDITIONAL REQUIREMENTS	A/01
----------------------------	------

REF. NO.	BRIEFING REQUIREMENT	NOTES

REF. NO.	BRIEFING REQUIREMENT	NOTES

**ADDITIONAL
REQUIREMENTS**

A/03

REF. NO.	BRIEFING REQUIREMENT	NOTES

SECTION TEN
**EXPLANATORY
NOTES**
EN/01

REF. NO.	EXPLANATORY NOTES	NOTES
1.	<p>This section should be used to specify the anticipated size of development in nos. of units and the required dwelling mix, together with car parking requirements, for example:</p> <p>35 units in sheltered housing scheme (all 1 bed 2 person) plus 1 integral 3 bed flat for warden 14 2 bed elderly persons bungalows (3 person) 2 3 bed disabled persons bungalows (6 person) 18 1 bed single person flats (1 person) 10 2 bed (3 person) flats 4 4 bed houses (7 person) 16 3 bed houses (5 person)</p> <p>Include in development area site for 1 shop (1,000 sq. ft. with living accommodation over)</p> <p>Parking requirements:</p> <p>Family houses—100% for residents + 50% for visitors.</p> <p>Elderly Persons bungalows & flats—25% for residents + 33% for visitors</p> <p>Sheltered housing—10% total provision.</p> <p>No garages are to be provided.</p>	
2.	<p>Specify where open plan frontages will be required, or where special fencing arrangements are necessary; and any other particular requirements.</p>	
3.	<p>There may be considerable differences in the form of development sought, determined by the site and particular policies. For example:</p> <p>No development above 3 storeys is considered acceptable.</p> <p>Elderly persons bungalows to be located immediately adjacent to the access road on the North side (which is relatively flat) with the disabled person bungalows fronting that access road.</p> <p>The sheltered scheme is to be located in the NE corner of the site and the single person and other flats to the south of the access road.</p>	
4.	<p>Further briefing should be provided on the constraints and potentialities of the specific site.</p>	
5.	<p>The detailed application of these standards can be refined during the development of the design.</p>	
6.	<p>Specific requirements will vary. An example would be, "it is felt essential that short-cutting across the northern part of the site to the main road should be avoided and pedestrian traffic directed to one well defined footpath between the sheltered scheme and elderly person dwelling cluster".</p>	
7.	<p>"Homes for the Future" divides play provision into 'toddler', 'young child', and 'young teens'. Specific requirements for those groups will depend on anticipated occupancy, and adjacent facilities. An example would be:</p>	

REF. NO.	EXPLANATORY NOTES	NOTES
	<p>"On this site, several toddler areas will be required integrated into the footpath network with a suitable seat and small climbing log, stepping stones etc. These should be close to the family dwellings and have a maximum size of 2 metres square. (2m × 2m).</p> <p>One area is required for young children up to 10 years old and this should be situated on a suitable site fairly close to the family dwellings, but effectively screened and positioned to avoid nuisance to nearby dwellings.</p> <p>Provision for young teens (children 11–14 years) is currently provided on site. Similarly, no adventure areas (for young teenagers up to 16) will be provided as provision is made within the near vicinity. However, a possible site for a ball kick-about area has been identified by the Department of Leisure and Recreation on the southern-most tip of the site which is not in any case capable of development. Provision should therefore be made for a 3 metre high screen wall though the line is yet to be determined and access would be taken from the existing footpath adjacent to the road rather than through the site."</p>	
8 to 11.	The detailed application of these standards can be refined during the development of the design.	
12.	<p>Further information should be provided on the type of fencing and finishes required in the varied locations. For example:</p> <p>"All timber fences should be stained, and painted finishes are not acceptable.</p> <p>As a division between rear gardens a suitable post and two rail fence is considered sufficient.</p> <p>A 1.5 metre high "hit and miss" fence is acceptable to rear gardens which do not front onto public spaces."</p>	
13.	<p>Details of the particular site requirements should be provided. For example:</p> <p>"On this estate rotary driers should be avoided and a clothes post and line be the standard provision. Special provision will be made for the disabled person dwellings when requirements are known."</p>	
14 to 17.	The detailed application of these standards can be refined during the development of the design.	
18.	Other standards should be specified.	
19.	Other standards should be specified. Preferred kitchen units (make and type) should be specified under 'Technical Specification' (Section 8)	
20.	Other standards should be specified.	
21.	Other standards should be specified. Preferred bathroom fittings and should be specified under Technical Specification (Section 8).	
22.	Other standards should be specified.	
23.	Other standards should be specified, particularly finishes to cupboards.	

REF. NO.	EXPLANATORY NOTES	NOTES
24.	Other standards should be specified, particularly preferred threshold arrangement.	
25.	Other standards should be specified. Window design, type and materials should be specified under Technical Specification (Section 8).	
26 to 31.	Other standards should be specified.	
32 to 34.	Other standards should be specified, particularly the type of insulation.	
35 to 37.	Other standards should be specified.	
38.	Other standards should be specified. The preferred make and type of heating equipment, and fittings, should be specified under Technical Specification (Section 8).	
39.	<p>The following are examples of the type of information which will be required:</p> <p>"Sheltered housing scheme: solid fuel group heating system with individual meters (specify).</p> <p>Elderly person dwellings: electric storage system, with water heating by dual element immersion heater.</p> <p>Single and disabled person dwellings: gas wet system.</p> <p>Family dwellings: solid fuel wet system (from a living room back boiler) with dual element electric immersion water heating system."</p>	
40 to 43.	Other standards should be specified.	
44 to 50.	These sections should be amplified to identify the particular administrative and operational requirements of the client.	

