



p: 09 9659942  
e: organon@ihug.co.nz  
po box 108054, /ymonds/t, 1150  
Level 1, 256 Dominion Rd, Mt Eden, Auckland  
www.organonarchitecture.co.nz  
www.organonarchitecture.blogspot.com

# Initial Client Meeting / Design Consultation

## Introduction

Organon Architecture is a boutique architectural practice designing houses tailor-made for each client. We follow the principles of architects like Bruce Goff, Richard Neutra, Claude Megson and Frank Lloyd Wright: integrating the architecture with your site; giving space (elemental to architecture) full architectural expression; above all, building in *place and occasion* to create your own unique home.

We utilise sensible passive-solar design principles to make that a *comfortable* home.

We work with you to get a flower out of the system instead of a weed. Being tailor-made for *you*, we aim "to do what you would do if you were a good architect."

Our principal is Peter Cresswell, B.Arch., building since 1982, and designing since 1985.

Our regular structural engineer, with whom we have worked for many years, is Stewart Hobbs of Proconsult. Other consultants may be used as needed.

## Record of Client Details

Date:

---

Full Name:

---

Postal Address:

---

Tel Res:

---

Tel Bus:

---

Email:

---

Mobile Phone Numbers:

---

Job Name:

---

Site Address:

---

Territorial Authority and Zone (if known):

---

## Legal Description of Site

*The following information is to be provided by the client*

Recent copy of Certificate of Title (C.T.)

Deposited Plan (D.P.)

(These can be provided by client's solicitor, or from LINZ)

Site legal description, Lot No. / D.P. / C.T. / Site area:

Easements:

Covenants:

Special Conditions (client's solicitor to advise):

Freehold/Leasehold:

*Responsibility for the accuracy and completeness of all such particulars or advice provided by the client, or by others on behalf of the client, does not lie with the designer. The designer is entitled to rely upon the information provided.*

## Budget

*The following information is to be provided by the client, to the extent that this can be determined:*

Overall budget for building (excluding GST)

---

Budget for landscaping, if any (excluding GST)

---

Budget for interior design, if any (excluding GST)

---

Allowance for fees (excluding GST)

---

Add GST

---

TOTAL BUDGET:

---

## Site Survey

*A survey plan is to be provided by the client containing the following information*

Name of Surveyors: Kiwi Vision Consultants  
924924

Contact: Paul Connolly, 021

- Site plan showing boundaries
- Orientation and compass points
- Location of major views
- Location and height of neighbouring buildings
- Site physical characteristics
- Legal limitations
- Existing trees & vegetation
- Grades & lines & levels of streets & footpaths
- R.O.W./easements/covenants
- Levels along boundaries at min. 5m intervals
- Contours & general site levels (0.5m contours)
- Location of natural features
- Public & private services/drains/manholes
- Invert levels & depths of sewer and stormwater drains/manholes
- Datum points
- Site pegs
- Location of phone, electricity, gas, water connections

## Geotechnical Information

*A geotechnical investigation may be required*

Name of geotech engineers: Moss Engineering    Contact:  
mossco@mossengineeringltd.co.nz

*Level 1: Preliminary Appraisal* Engineer to provide preliminary site appraisal and advise on geotechnical investigation requirements

*Level 2: Detailed Investigation*

- Nature of subsoil
- Bearing capacity
- Test bore information - soils test
- Visual inspection of ground and surroundings
- Water table level
- Evidence of flooding, subsidence, erosion or ground and building failure
- Percolation tests and ground drainage
- Failures in materials influenced by ground conditions

*Responsibility for the accuracy and completeness of all the above information does not lie with the designer, who is entitled to rely on such information.*

*Other specialised advice may be required, such as fire engineering, stormwater design or traffic engineering, not usually provided by the designer. Payment for*

*site surveys, geotechnical investigations, specialist fire engineering etc. is not the responsibility of the designer. These services should be paid for by the client directly to the surveyor/engineer.*

## Architectural Documentation Checklist

Project \_\_\_\_\_

Location \_\_\_\_\_

Client \_\_\_\_\_

Project No. \_\_\_\_\_

- ☐ site plan - including building set-out dimensions, site dimensions, levels, contours
- ☐ drainage plan, plumbing, gas services, location of gully traps, hose taps, septic tanks and land drainage
- ☐ locality plan
- ☐ floor plans - each level
- ☐ dimensioned set-out plans - each level
- ☐ roof plan
- ☐ floor framing plans
- ☐ roof framing plan
- ☐ plumbing schematic
- ☐ elevations x 4
- ☐ exterior door/window schedule
- ☐ interior door/window schedule
- ☐ cross-sections x 3
- ☐ architectural details to describe all major intersections, flashing details, window, door to wall intersections
- ☐ electrical plans - each level - lights, power points, phones, TV outlets, heating system, heated towel rails, exterior lighting
- ☐ fittings
- ☐ kitchen - designed and detailed
- ☐ bathroom - designed and detailed
- ☐ laundry - designed and detailed
- ☐ finishes schedule - floors, ceiling, walls
- ☐ specification
- ☐ H1/ALF calculations
- Information from others:*
- ☐ structural engineering advice
- ☐ structural calculations, design and producer statement
- ☐ structural details
- ☐ special foundation plan and details
- ☐ retaining walls
- ☐ other

