first stage in the production of the building specification and a vital document for reference for all production information.

# SCHEME DESIGN FORMAT

**Client**
**Project title**
**Scheme report**
**Date**

**Table of contents**

**1 Introduction**

1.1 In accordance with your instructions of the [*insert date*] I submit for your consideration my scheme design for [*insert name of project*].

1.2 The feasibility report of the [*insert date*] was approved [*add* with modifications *if appropriate*] on the [*insert date*].

1.3 The outline proposal report of the [*insert date*] was approved [*add* with modifications detailed below *if appropriate*] on the [*insert date*].

1.4 **Summary**

**2 Terms of reference** [*include items as appropriate*]

2.1 The brief is set out in general terms in the feasibility report and modifications, schedule of accommodation and room areas noted in the outline proposal report.

[*Add the following if appropriate*] I confirm your further instructions modifying and amplifying the brief as follows:

[*insert full details of modifications with dates received*].

2.2 Further modification of the brief after this stage may incur additional fees and will cause delay.

2.3 A full measured survey of the site/existing property [*omit as appropriate*] has been carried out and is the subject of a separate report.

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