

PROJECT BRIEF AND SCOPE OF WORKS

SEND TO BUILDERS

What you want done, written down once, to send to every builder you ask to quote

KD-HM-BR-002 Rev A0

Write down what you want done before you ask anyone to quote, and send the same brief to every builder, so they all price the same job. Be specific: a builder prices what they read. Send it with the quote request letter on KD-HM-QC-004, and list the permissions from KD-HM-LR-001 in section 8. When you meet a builder, note down what they say they will do: what a builder tells you about the work, and you rely on when deciding, becomes part of your contract (Consumer Rights Act 2015 s.50). A builder's quotation (for example KD-TA-QU-001) should answer this brief line by line.

ABOUT THIS DOCUMENT

- General information, not advice. This explains in general what the law says in England and Wales. It is not legal advice about your own situation, and filling it in cannot promise any result.
- Get help early. For your own situation, speak to a solicitor, or to the Citizens Advice consumer helpline on 0808 223 1133 (or 0808 223 1144 for a Welsh-speaking adviser), Monday to Friday 9am to 5pm (in Scotland, Advice Direct Scotland on 0808 164 6000; in Northern Ireland, Consumerline on 0300 123 6262). For anything to do with a shared wall, speak to a party wall surveyor.
- Where it applies. Written for England and Wales; the permissions in section 8 work differently in Scotland and Northern Ireland.
- Your own document. Share what you choose. You do not have to tell builders your budget or contingency — leave section 7 blank on the copy you send.

1 YOU AND THE PROPERTY

YOUR NAME(S)	PHONE	EMAIL	BEST TIME TO CONTACT
ADDRESS WHERE THE WORK WILL BE DONE		TYPE OF HOME	ROUGHLY WHEN BUILT
☐ Freehold	☐ Leasehold	☐ Listed building	☐ In a conservation area
BRIEF REFERENCE	VERSION	DATE	

2 THE PROJECT IN A FEW LINES

WHAT YOU WANT DONE, IN A FEW LINES

WHAT MATTERS MOST TO YOU (OPTIONAL)

3 ROOM BY ROOM — WHAT IS CHANGING

One line per room or area. Say what is there now if it helps, what should change, and the finish you want. If you have not chosen something yet, say so — a builder will then price an allowance (a "provisional sum").

ROOM OR AREA	WHAT IS CHANGING	FINISHES AND SPECIFICATION	WHO SUPPLIES

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ROOM OR AREA	WHAT IS CHANGING	FINISHES AND SPECIFICATION	WHO SUPPLIES

4 WHO SUPPLIES WHAT

Say which items you will buy yourself (for example the kitchen units or tiles) and which the builder should supply and price. Items you buy yourself are yours, but the builder is then not responsible for their quality in the way they are for items they supply — only for fitting them with reasonable care and skill — and late deliveries may cost you time or money. The builder will need to know when they will arrive.

ITEM	SUPPLIED BY	NEEDED ON SITE BY	NOTES

5 NOT INCLUDED

WORK THE BUILDER SHOULD NOT PRICE

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6 ACCESS, WORKING HOURS AND LIVING IN DURING THE WORK

PARKING AND DELIVERIES

ACCESS AND KEYS

WORKING HOURS YOU WILL ACCEPT

DAYS WORK CANNOT HAPPEN

☐ We will live at home during the work

☐ We will move out for part or all of the work

TOILET, KITCHEN AND WATER FOR THE WORKERS

PROTECTING YOUR HOME AND BELONGINGS

ANYTHING ELSE THE BUILDER SHOULD KNOW

☐ Children at home
☐ Pets at home

ELECTRICITY, WATER AND STORAGE

7 BUDGET, CONTINGENCY AND DATES

A contingency is money you keep aside for things nobody can see before work starts, such as rotten joists. Decide how much suits you. If you do not want builders to see these figures, leave this section blank on the copy you send.

BUDGET FOR THE WORK, INCLUDING VAT £	CONTINGENCY YOU ARE KEEPING ASIDE £	HOW THE WORK IS PAID FOR (OPTIONAL)
HOPED-FOR START	MUST BE FINISHED BY	HOW FLEXIBLE ARE THE DATES?

8 PERMISSIONS — WHERE THINGS STAND (FROM KD-HM-LR-001)

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PERMISSION OR NOTICE	STATUS	REFERENCE	WHO IS DEALING WITH IT
Planning permission, listed building consent or tree consent			
Building regulations approval — and the route (full plans, building notice, approver, competent person scheme)			
Party wall notices to neighbours (England and Wales)			
More than one contractor on the job? (Then a principal contractor is needed — CDM 2015)			
Mortgage lender, freeholder or landlord, and home insurer			
Bats or nesting birds that the work could affect			

9 DRAWINGS, PHOTOS AND DOCUMENTS ENCLOSED

NO.	WHAT IT IS	REF OR REVISION	DATE	BY

10 QUESTIONS FOR EACH BUILDER

Tick the questions you want each builder to answer in their quote or when you meet. Add your own below.

- ☐ Can you give an itemised written quotation with a fixed total price including VAT?
- ☐ What is not included, and which items are provisional sums (allowances adjusted later)?
- ☐ When could you start, how long will it take, and how many days a week will you be here?
- ☐ Who will do the work — your own staff or subcontractors — and who is in charge day to day?
- ☐ What deposit and stage payments do you ask for, and what does each one pay for?
- ☐ What insurance do you have, and can I see the certificates with expiry dates?
- ☐ Are you registered with a scheme or trade body for this work? What is your number, so I can check it?
- ☐ Who deals with building control, and will I receive the completion or scheme certificate?
- ☐ Do you give a written guarantee for the work, and is it insurance-backed?
- ☐ Will you give me a written contract before any work starts?
- ☐ How will waste be removed, and what is your waste carrier registration number?
- ☐ Can I speak to two or three recent customers who had similar work done?

MY OWN QUESTIONS

11 PREPARED BY

This brief describes the work I am asking builders to quote for. If I change it, I will send the new version to every builder.

HOMEOWNER — PRINTED NAME

SIGNATURE

DATE

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continued

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R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-14	first-issue	First issue.	— not yet approved —
A0	2026-09-14	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.