

Writing a shade project design brief

This is a description of the project which identifies and lists all aspects that shade design must satisfy including functional requirements, user needs, site requirements and future needs.

It should summarise the findings from your pre-design planning stage where you identify what your shade needs are.

The completed brief should be used as the basis for discussion with consultants/manufacturers.

Gather any of the following assessments you conducted

- Site data (including site observation areas)
- Overall site analysis
- Patterns of use and user profiles
- Assessment of existing shade

Templates for these assessments are provided as a set.

Refer to [Pre-design planning—assessment templates](#)

Document your needs in relation to each of the following criteria

User needs

- Number of people
- Where and what times of day and year shade is required

Activity needs

- Special requirements for activities
- Safety requirements
- Clearance zones
- Spatial needs
- Associated uses
- Maintenance (outlined in the *patterns of use and user profiles* analysis)

Seasonal requirements

- Summer needs
- Winter needs
- Special seasonal requirements
- Optimum orientation
- Prevailing winds/breezes to be blocked/encouraged

Site requirements

- Refer to your *overall site analysis*
- Ground conditions and suitable construction methods if known. Professionals must carry out their own geotechnical investigations
- Access to site for construction and building equipment
- Other issues such as the use of particular building materials, or planting species required

Existing shade areas

- Refer to the *Assessment of existing shade types*

Budget and resources

- Outline of available budget
- List of other resources that may contribute to shade creation e.g. recycle any existing materials/planting or structures on the site

Future needs

- Potential changes in user or facilities

Equipment and service needs

- Special requirements for equipment clearances and site services procedures
- Lighting needs
- Light levels required for day and night use

Vandalism

- Extent and type of potential misuse

Shelter needs

- Rain protection

Maintenance issues

- Ease of maintenance
- Responsibility for maintenance
- Life span required

Policy

- Outline of the requirements of Council policies and regulations that may affect shade provision
- Is there a shade creation policy in place within the Council?
- Is there a policy within Council to utilise certain species of vegetation in public spaces?