

SURVEY BRIEFING FORM
and standard conditions of contract

Project No _____ Date _____
Act. Codes _____

KINGS

Land and Architectural Surveyors

Kingsland Surveyors Limited

The Coach House, 24 Bridge Street, Leatherhead, Surrey. KT22 8BX

Tel. 01372 362059 Fax. 01372 363059 E-Mail mail@kingslandsurveyors.co.uk

Please ring or strike out as applicable.

Client *From whom financial instructions will be received and to whom our account will be rendered*

Company Name:

Address:

Contact:

Telephone No.:

Architect / Agent

Company Name:

Address:

Contact:

Telephone No.:

Site Location *Please include location plan with exact boundary of survey clearly defined.*

Address:

Contact:

Telephone No.:

Access & Site Clearance *Is access freely available? If not state from where permission is to be obtained.*

Can sight lines be cut Y / N

Urgency *What is the urgency rating? Give details for completion. Are advance prints required Y / N*

Purpose of Survey *It would help us to give you adequate information if you could give some indication of the purpose for which the survey is required.*

Nature of Survey Topographical, Building, Services,
Level, Tree, Boundary, Tunnel, Check

GENERAL REQUIREMENTS

Levels *If required specify datum all levels are to be related to.*

Ordnance Survey Datum, Arbitrary Datum, Any Other _____

Spacing as Appropriate, Fixed Grid, Approximate Grid, Grid
Spacing _____

Our price assumes an ordnance survey bench mark is available within 0.5km. of the site. Levelling in excess of this may be carried out at day work rates.

Grid *Survey based on*

Ordnance Survey Grid, Arbitrary Grid, Any Other _____

Cost of tying the survey to the Ordnance Survey is Dependent on the proximity of the O.S. pillars.

Tolerances *Tolerances will generally be in accordance with the Royal Institution of Surveyors specification for large scale land and building surveys. State if other than.*

Any Other *Difficult Access, etc.*

Safety / Site Constraints / Access

BUILDING SURVEY REQUIRMENTS

Plans

All Floors, Ground Floor Only, Roof. Other _____

Windows

Diagrammatic Opening Only, Actual Opening, Details of Joinery.

Doors

Diagrammatic Opening Only, Actual Opening, Details of Joinery.

Details

Joinery, Mouldings, Copings, Panelling. Other _____
Scale: 1/1 1/10 1/20 Other _____

Dimensions normally taken to face of plaster or brickwork if exposed. If panelling then to face of vertical rails not to skirtings.

Dimensioning of Drawings

Overall, Basic Room Dims. Floor Levels, Floor to Ceiling,

Floor to Underside of Beams, Floor to Door Heads,

Floor to Window Cills, Floor to Window Heads,

Elevations

Outline *Block (Including basic door / window positions)* Detailed

Drainage Internal *If required to be surveyed*

Above ground details only, Full details, Electric/Radar Location.

Services *If required to be surveyed*

Service Entry points Pipe / Cable Runs

Gas Water Electricity Water Sewer Telecom Other _____

Photographs

External Elevations, Internal Rooms, Details (Please specify)

FINAL PRODUCTION REQUIREMENTS

Final Drawing Layout

Preferred Sheet Size: A0 A1 A3 A4 Other _____

Plans *If required, show positions.*

Scales: 1/50 1/100 1/200 1/500 Other _____

Sections *If required, show positions.*

Scales: 1/10 1/20 1/50 1/100 1/200 Other _____

Include sketch if you have a specific sheet layout

Reprographic Requirements *If any*

Full Tone Half Tone Reductions Enlargements

Computer Requirements *If any*

Required Format: AutoCad Moss
Eclipse Intergraph
G.D.S. D.O.G.S.
Ordnance Survey Other _____

Required Detail: Basic Survey Full Survey

Layering Requirements *If any*

Media Format *Specify disk or tape and any header details*

All surveys are initially formatted in either AutoCad, Moss or Eclipse with translations to DXF, IGES and EPS