

Online Design Form

Step 1.

Personal Details:

Name:

Address:

Email:

Tel:

Design Brief:

Please give as detailed a description as possible of your existing garden and its features, identifying where appropriate the features you wish to retain or remove. To ascertain fully you likes and dislikes please refer to what annoys you about your existing garden, how you would like the new garden to function and who you will primarily be using it. Include details of garden themes or styles you particularly regard as attractive. Describe your vision of your new garden space and what you will enjoy most about it. Please include as much detail as possible even if you consider it trivial. Small details can sometimes make a big difference.

Do you have children? Y/N

If so how many and what ages?

Do you have a dog and what size?

What types of boundaries are there in your garden and what heights are they?

How would you rate the condition of the soil in your garden between 1 and 10, with 1 being very poor and 10 being excellent?

**Do you have an interest in gardening?
Y/N/somewhat**

How would you rate your knowledge of gardening between 1 and 10, with 1 being very little and 10 being excellent knowledge?

Are there any significant drainage problems in your garden? (outside of normal puddling after heavy or prolonged rain events)

Is there a fall or rise in your garden from left to right or from top to bottom?

What is the fall or rise from left to right in metres? (looking out from house)

What is the fall or rise from top to bottom in metres? (looking out from house)

Do you have an oil tank, boiler house or shed in your garden?

If you know any of the plant in your garden which you wish to retain please enter their names.

What is the length and width of your garden? (L x W)

What soil type do you have (if known)?

Loam Sandy Clay

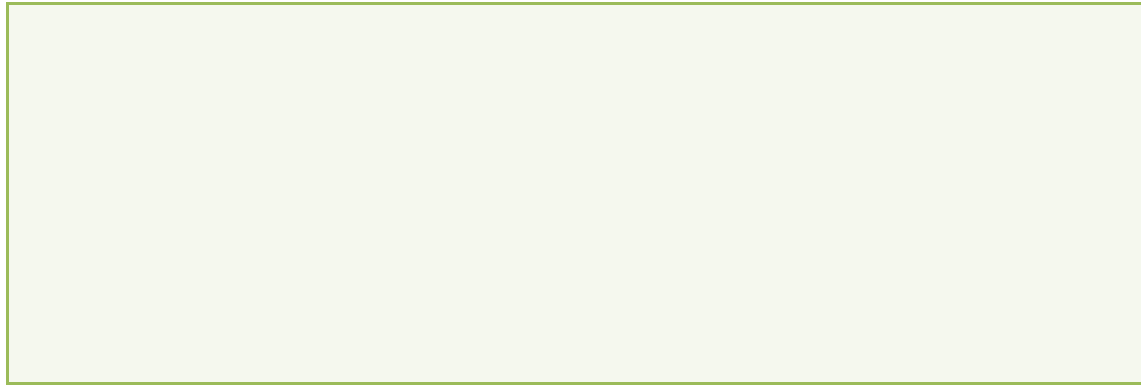
Do you prefer decking or patio?

Please list any particular requirements you may have e.g. veg garden, herb plot, particular trees, shrubs or perennials you like, raised borders, etc.

I would like these garden use areas to be part of the landscape design.

Vegetables/fruit Reading/Relaxing Entertainment
Storage area Laundry/Cloths line Composting
Lawn Tool Shed Others (specify below)

If you have any further thoughts, specific requirements or concerns please enter them below.



Step 2.

Please attach at least 3 photos of your garden space when sending back this form; one from either end of the garden and an elevated view, for example from an upstairs window or shed roof. Send more photos if you wish taking in as much details as possible both in your garden and the view to your immediate surroundings (e.g. neighbours garden and property).

Step 3.

You will need to provide us with a hand sketch or alternatively submit your garden details in graphical format using free downloadable software from the internet. You can go to www.sketchup.com. This software is easy to use for anyone with reasonable knowledge of computers however if you are less than computer savvy, click on our 'How to' to receive instruction on how to download and use the software. There is other free software available on the internet which you can also use. Essentially all are fine so long as you can enter in measurements. You can also produce a hand sketch with all the relevant details and measurements, scan it into your pc or laptop and forward it as an email attachment. If all else fails you can of course send it by post.

Details required in a sketch include:

- The length of your garden
- The width or widths of your garden if it is wider at one end than the other.
- The orientation; put in an arrow indicating north and south.
- The size of any significant features such as sheds, oil tanks, areas of existing concrete, paving or paths, lawn areas, existing large shrubs or trees etc. Please indicate also if you would be happy enough if any of these features where to be removed.
- Location of any services such as manholes, inspection shores, overhead wires etc.

Remember the more details and accuracy of the measurements you provide us with, the better the outcome of your finished garden design plans. we are completely dependent on what you provide us with to produce working drawings that will both satisfy your needs and be implementable when it comes to getting your garden built.

How to Download and use Sketch up

- We recommend that you print off this page to assist you in downloading and using the sketch up software.
- Go to www.sketchup.com
- Click on 'Download sketch up'.
- Select 'Personal projects' from the drop-down list for how you plan to use sketch up.
- Enter your email address and select 'other' from the drop-down list as your profession. Select the operating system of your computer.
- Click on the 'I agree' box followed by the 'Download Sketch Up Make'. A box will appear on the bottom of your screen. Click on 'Run'. The software will begin to download. This may take up to 10 minutes.
- Once downloaded go to the desktop on your computer and double click on the Sketch up installer icon to finalise and install the software on your computer.
- You will now be ready to use the Sketch up software. Launch the software by double clicking on the Sketch up icon on your desktop.
- Click 'Choose template'. Scroll down to 'Plan view – Meters' and click on it. Click 'Start using Sketch up'.
- For drawing an outline diagram of your existing garden this software programme is pretty straight forward. Across the top there is a standard tool bar; 'file', 'Edit', 'Tools' etc. Below this is the drawing tool bar which you will mostly be using.
- Click on the 'line' button on the drawing tool bar which looks like a red pencil. Move your mouse in the direction you wish to go (without clicking). Type in the dimension **e.g.** 6.25 metres (the default measurements are in metres so simply type 6.25). Click again to finish the line.
- Use the 'zoom' button on the drawing tool bar (the magnifying glass) to zoom out if necessary.
- Click on the 'line' button again to continue drawing the outline of your garden, starting at an end point of the existing line. Continue in this fashion ensuring you are entering correct dimensions as you go, until the outline is complete. If you happen to go wrong there is an 'Erase' button on the drawing tool bar to delete any incorrect or unnecessary lines. Draw in all features in the garden using the same process such as sheds, lawn area(s), existing paved

or concreted areas and utilities such as manholes, gullies, inspections shores and washing lines. Draw any significant plants using a simple circle to the correct diameter.

- Click on the 'Tools' button on the standard tool bar and select dimensions from the drop-down list. Dimension your drawing by clicking on the appropriate line end points.
- On the drawing tool bar click on the 'Text' button (A1) and label all the garden features either on or beside each element. If it is unclear which feature the text represents, draw a line from the text to the appropriate feature.
- Enter an indication of the north/south orientation of your garden. Click on the 'Models' button on the drawing tool bar (3rd from the end). Enter 'north arrow' in the search box and click search. Select 'Star north arrow'. Click download model. Click 'yes' when prompted to load into sketch up model. Position the star appropriately adjacent to your drawing by moving the mouse then click. Scale down the star if necessary by clicking on the 'Scale' button on the drawing tool bar then clicking on the star. Rotate the star in the direction of north by double clicking on the central axis of the star (a purple point) and moving the mouse until the star has been orientated correctly.
- You can move any item on your sketch by clicking on the 'Move' button on the drawing tool bar then clicking on the item you wish to move. If you want to move multiple items at the same time **e.g.** the 4 lines of a box, then click on the 'Select' button on the drawing tool bar, click on each of the lines, click on the 'Move' button on the drawing tool bar and finally click on the selected item which will be highlighted. Move the item accordingly using your mouse, position by clicking and press Esc on your key board.
- When your sketch is complete you will need to save it. Click on the file button on the standard tool bar, select 'save as' and give your drawing an appropriate file name such as your postal address then click save.
- Forward your sketch to us by sending as an email attachment or alternately print it off and send it by post.