



STRUCTURAL ENGINEERS UK

Project brief checklist

A practical two-page checklist to help Hey Structure understand your property, proposed works and programme before preparing an engineer-reviewed scope and fixed-fee proposal.

Use this before you enquire

England | Scotland | Wales | Northern Ireland

Do not delay an enquiry if something is unavailable. Send what you have and explain what is missing. Hey Structure will advise what is genuinely needed for the next step.

01 THE PROJECT

Start with the decision you need the engineer to support.

Clear project information helps define the right service, likely deliverables, site attendance and fee.

PROPERTY ADDRESS AND POSTCODE

Include the full UK postcode

PROJECT TYPE

For example: wall removal, extension, loft conversion, survey or commercial alteration

PROPOSED WORK

Describe what will change and what outcome you need

PROJECT STAGE AND TARGET DATES

Concept, planning, Building Control, tender, construction or investigation

02 INFORMATION TO GATHER

Attach the evidence already available.

- ☐ Existing architectural drawings, measured survey or floor plans
- ☐ Proposed architectural drawings, sketches or marked-up plans
- ☐ Clear photographs of the relevant rooms, structure and external elevations
- ☐ Building Control, planning, survey or contractor comments already received
- ☐ Known materials, wall thicknesses, spans, levels or construction details
- ☐ Any signs of cracking, movement, water ingress or previous alterations

Site attendance

Hey Structure provides UK-wide site visits. The need, timing and travel expectations are confirmed as part of the scope.

03 PEOPLE AND APPROVALS

Record who is involved and what information they need.

- ☐ Homeowner, landlord, architect, designer, contractor or developer contact details
- ☐ Building Control body or approved inspector, if already appointed
- ☐ Party wall, planning, listed-building or landlord consent considerations
- ☐ Who will coordinate drawings and who will use the structural information on site
- ☐ Any access, occupancy, working-hour or programme constraints

04 QUESTIONS FOR YOUR ENGINEER

Use the space below to capture the decisions that matter.

Ready to request a proposal?

Send the completed information through
heystructure.com/contact

This checklist is general preparation guidance, not project-specific structural advice. Engineering scope remains subject to available information, site conditions and engineer review.