

1 CONCEPT DESIGN STAGE

- 1.01 First visit, briefing & fee proposal
- 1.02 Measure & photos of existing
- 1.03 Draft measured drawings
- 1.04 Design and freehand sketches
- 1.05 Local Council Conditions – Summary
- 1.06 Presentation meeting

Some things we consider:

- Your lifestyle
- Maintaining your future development possibilities
- Best rental and resale possibilities
- Balancing your brief – having the best ratio of living and entertaining areas to sleeping storage, outdoor space
- Solar design features for warmth in winter and cool in summer

Fee Break down:

Depending on the actual service provided the fee for this stage is generally 1% of the proposed construction cost.

Time Frame:

Generally 2-4 weeks

2 DESIGN DEVELOPMENT STAGE

- 2.01 Allowance to incorporate changes
- 2.02 Drafting of preliminary drawings
Including 1:100 plans, elevation & sections
- 2.03 Review areas, setbacks & building envelope
- 2.04 Produce materials and finishes schedule
- 2.05 Briefing of consultants such as drainage, landscape, energy efficiency and structural engineer etc.

Some things we consider:

- Council height, FSR, setback, open space, streetscape, parking and other building envelope issues
- Council privacy issues such as Overlooking & Overshadowing
- Neighbourhood issues and environmental effects
- Materials and finishes

Fee Break down:

Depending on the actual service provided the fee for this stage is generally 1% of the proposed construction cost.

Time Frame:

Generally 2-4 weeks

3 DEVELOPMENT APPLICATION STAGE

- 3.01 Preliminary Council meeting
- 3.02 Development Application drawings
1:100 Plans, Sections, Elevations
- 3.03 Shadow diagrams
- 3.04 Statement of environmental effects
- 3.05 Waste management plan
- 3.06 Coordinate Landscape, structural & drainage plans
- 3.07 Coordinate energy efficiency BASIX or NATHERS report
- 3.08 Meeting to obtain owners approval
- 3.09 Complete DA form including fees (by owner) and signatures
- 3.10 Heritage Report (if required)
- 3.11 Colouring of drawings showing new work
- 3.12 Produce Computer 3d photomontage (if required)
- 3.13 Submit to council

Some things we consider:

- Best submission strategies to gain council approval
- Covering all the bases- providing all the information to help council with a favourable interpretation of their development controls.

Fee Break down:

Depending on the actual service provided the fee for this stage is generally 2% of the proposed construction cost.

Time Frame:

Generally 2-4 weeks documentation & 6 to 12 weeks for approval

4 CONSTRUCTION CERTIFICATE APPLICATION STAGE

- 4.01 Incorporate changes from DA stage
- 4.02 Upgrade drawings to Construction certificate stage
Including 1:100 plans, elevation, sections and requested details
- 4.03 Produce architectural specification
- 4.04 Produce finishes schedule
- 4.05 Coordinate consultants
- 4.06 Upgrade drawings to incorporate consultants details
- 4.07 Meeting to obtain owners approval
- 4.08 Complete Construction Certificate form including fees
(by owner) and signatures
- 4.09 Submit application to council or private certifier

Some things we consider:

- All basic building construction issues
- Liaison with council to ensure compliance with conditions of DA approval

Fee Break down:

Depending on the actual service provided the fee for this stage is generally 2% of the proposed construction cost.

Time Frame:

Generally 2-4 weeks documentation & 4 to 6 weeks for approval

5 CONSTRUCTION DOCUMENTATION STAGE

- 5.01 Incorporate changes from CC stage
- 5.02 Upgrade drawings for tender 1:100
- 5.03 Lighting layout 1:100
- 5.04 Electrical layout 1:100
- 5.05 Kitchen detail drawings 1:50
- 5.06 Bathroom detail drawings 1:50
- 5.07 Built in joinery details 1:20
- 5.08 Construction detail drawings 1:10
- 5.09 Door and window schedules
- 5.10 Upgrade architectural specification for tender
- 5.11 Liaise with tenderers or preferred builders
- 5.12 Evaluation of building contractors tender prices

Some things we consider:

- Ensure that all tenderers are familiar with the scope of work
- Ensure incorporation of all councils condition of approval in the tender documents

Fee Break down:

Depending on the actual service provided the fee for this stage is generally 2% of the proposed construction cost.

Time Frame:

Generally 2-6 weeks

6 CONTRACT ADMINISTRATION STAGE

- 6.01 Preparation of standard RAIA building contract and contract documents
- 6.02 Periodic site inspection to ensure compliance with the contract documents
- 6.03 Processing of agreed variations to the contract
- 6.04 Certification of the building contractors progress payments
- 6.05 Obtain certificates of compliance from the building contractor to enable the council, or a private certifier, to release an occupation certificate
- 6.06 Prepare a list of defects to be rectified by the building contractor prior to release of the final payment

Some things we consider:

- Ensure that the Building contractor does not claim more than the value of work installed
- Ensure that the contract sum is constantly updated to incorporate agreed variations

Fee Break down:

Depending on the actual service provided the fee for this stage is generally 1% of the proposed construction cost.

Time Frame:

For as long as the construction period and defects liability period

The total architectural fee depends on the type of project and scope of work - Call us for a fee proposal and see.....