

## Stages of the Design & Building Process

### + OVERVIEW

At All Australian Architecture we consider each project in terms of self contained stages (see below).

Each stage is independent and does not tie you into completing all the stages of the project with us.

If you are planning to design & build a new home or even just renovate or extend your existing home - the stages of this process are essentially the same. It is also the same regardless of whether you use an architect or not, however, Architect's are the best qualified to take you through all these stages.

With us the extent of our services is up to you - we can do full or partial services depending upon your needs.

#### Stages:

0. Pre Design Services

1. Concept Design

2. Design Development

3. Approval Documents (DA)  
3a. Post DA Lodgment Services

4. Construction Approval (CC)

5. Construction Documentation  
5a. Tendering & Builder Appointment

6. Construction Period Services

For more details on the fee associated with each of these stages please refer to our guide on 'Understanding Architects Fees'.

### 0 PRE DESIGN SERVICES

These are services and parts of the process that occur before the Concept Design Stage and may include:

- Pre Purchase Advice
- Feasibility & Cost Planning
- Formulating the Brief
- Needs analysis
- Setting an appropriate budget

#### Aims:

To sort out what the project might be (if anything) and then to tighten up the brief before beginning the concept Design - Stage 1.

#### Likely Scope of Work:

1. Site visit, photos & discussion of possibilities
2. Organising a survey
3. Research regarding zoning and other controls
4. Planning sketches & budget costing

#### Some of the things we consider:

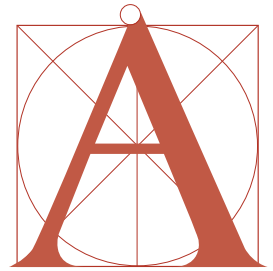
- Your best development possibilities including rental and resale
- Likely construction budgets & timeframes
- New build or renovation decisions
- Local council controls & planning issues

#### Fee Guide:

Generally hourly rate service as required to investigate options.

#### Timeframe:

Could be a few hours, days or up to 4 weeks.



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**Stages of  
the Design &  
Building Process**

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**1**

**CONCEPT DESIGN**

**Aims:**

To create a design that meets your brief & exceeds your expectations.

**Likely Scope of Work:**

1. Site visit, briefing & quote
2. Measure & photos of existing property
3. Briefing surveyor for levels survey
4. Draft measured plan or model
5. Design process - reviewing options
6. Drafted or freehand concept sketches
7. 3D model walkthrough or perspective views
8. Summary of local council controls
9. Meeting to present design

**Some of the things we consider:**

- Your lifestyle and quiet enjoyment
- Maintaining your future development possibilities
- Best rental and resale possibilities.
- Taking advantage of views and aspect.
- Balancing your brief - having the best ratio of living & entertaining areas to sleeping, storage, outdoor space and amenities for your needs.
- Solar design features for warmth in winter and cool in summer.

**Work we usually produce:**

- Scale plans & 3D model or views
- Schedule of areas and controls

**Fee Guide:**

Generally hourly rate but the initial service may be fixed fee if scope of work is clear.

**Timeframe:**

2-6 weeks depending upon the brief.

**2**

**DESIGN DEVELOPMENT**

**Aims:**

To resolve & amend the initial concept sketches and prepare drafted preliminary plans, elevations and sketches for review and costing. Increase the level of detail shown on the drawings.

**Likely Scope of Work:**

1. Incorporate changes or refinements
2. Further completing model of design & surrounds
3. Drafting of detailed plans, elevations & sections
4. Review areas, set-backs & envelope
5. Prepare basic materials & finishes schedule
6. Issue to QS or Builder for costing
7. Meeting to present documents & revised 3D

**Some of the things we consider:**

- Council heights, areas and building envelope issues
- Privacy issues and overlooking controls
- Issues of cost with regard to floor space, types of construction and level of fit-out
- Materials & finishes
- Windows, doors, skylights & gates

**Work we usually produce:**

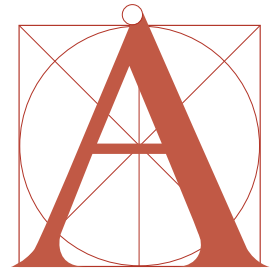
- 90% Council ready General Arrangement plans, elevations, sections
- Revised 3D model or rendered views
- Schedule of floor areas, materials & finishes for costing

**Fee Guide:**

Generally hourly rate but the preparation of documents may be fixed fee if scope of work is clear.

**Timeframe:**

2-4 weeks depending upon the amount of modifications required following the Concept Design stage.



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### 3 DEVELOPMENT APPLICATION (DA)

**Aims:**

To progress your project through the development approval process with as little fuss and fewer changes as possible.

**Likely Scope of Work:**

1. Incorporate changes from Design Development
2. Preliminary council meeting
3. Complete plans, elevations & sections
4. Shadow Diagrams (if required)
5. Arrange quotes, then provide cad files for consultants work - stormwater, waste management control, geotech, arborist report, heritage as required etc..
6. Complete DA form, fees & signature / consents
7. Neighbours drawing sets A4
8. Prepare Statement of Environmental Effects
9. Table of Site & Building Calculations
10. Colouring of drawings for council
11. Submission to Council
12. POST submission works (stage 3a.)

**Some of the things we consider:**

- Best submission strategies to gain council approval
- Covering everything council requires to minimise delays but without providing too much information
- Staging work with additional applications to achieve the best result

**Work we usually produce:**

- Full DA submission set (Note: some work is done by consultants). Refer to our guide detailing the work of consultants.

**Fee Guide:**

Generally hourly rate but the initial service may be fixed fee if scope of work is clear.

**Timeframe:**

4-10 weeks (may depend on consultants)

### 4 CONSTRUCTION APPROVAL (CC)

**Aims:**

Construction Approval. Generally this step is a mere formality compared to the development approval process.

**Likely Scope of Work:**

1. Incorporate changes from DA approval (if any)
2. Upgrade drawings to certificate standard
3. Provide standard form building specification
4. Complete CC forms / obtain consents
5. Co-ordinate the work of consultants
6. Incorporate consultants work / drawings
7. Obtain quote from Certifier and other consultants
8. Submit to Certifying Authority

**Some of the things we consider:**

- Basic building issue - such as setting out the work on a trade by trade basis.
- The level of detail required for fit-out and tender purposes in stages to come.

**Work we usually produce:**

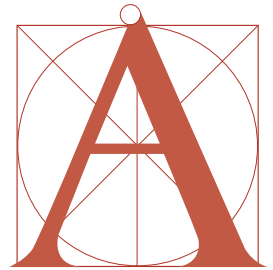
- CC Set - including work done by consultants, some of which is only arranged following the DA approval stage

**Fee Guide:**

Always hourly rate service as scope of work can vary greatly.

**Timeframe:**

1 - 4 weeks depending up on consultants and level of construction documents required. Note - our DA drawings are almost CC ready at the end of stage 3, so this stage can be relatively quick and inexpensive.



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## 5 TENDER DOCUMENTS & TENDERING PROCESS

### **Aims:**

To provide detailed construction documents for tendering and construction. Fulfill & improve on the original design concepts.

### **Likely Scope of Work:**

- Incorporation of any changes or amendments
- Upgrade current documents for tender
- Lighting & Electrical layouts 1:50
- Detailed Trade by trade specification
- Materials & Finishes Schedule
- 3D design - detailed model & views as required
- 1:20 Fit-out Details, selections & schedules for kitchen, wet areas, joinery etc.
- Incorporating the work of consultants
- Pre tender actions including the selection of contract, completion of clauses & selection of tenderers
- Clarifying tenders, & assisting with the evaluation of tenderers, along with contractual obligations

### **Some of the things we consider:**

- Providing details that offer the best value for money
- Integrating all the selected finishes, fittings & materials into the design
- Providing details and specifications that minimise ongoing maintenance

### **Work we usually produce:**

- A tender / construction set with the appropriate schedules & specifications

### **Fee Guide:**

Can be quoted based on fit-out areas & task. Many items may be better at hourly rate.

### **Timeframe:**

8-12 weeks or longer for large projects, but some items can be completed during the construction process to minimise delays.

## 6 CONTRACT ADMIN / DURING CONSTRUCTION SERVICES

### **Aims:**

To regularly inspect the works for comparison against approved council drawings and tender documents. To make design & detail changes when needed and assist in resolving building issues.

### **Likely Scope of Work:**

- Periodic inspections during construction process
- Administer contract between Proprietor & Contractor incl. certificates required in the building contract
- Assessments of the cost of built work at each progress claim submitted by the builder
- Ongoing details & documentation to complete the building & assist the builder
- Assisting the builder setting out the works
- Assistance with changes and variations

### **Some of the things we consider:**

- Good building practice
- The value of the work completed and how much is due to the builder in payments.
- Variations and additional site works

### **Work we usually produce:**

- The completed building !

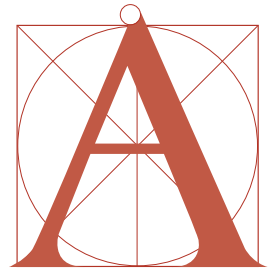
### **Fee Guide:**

Full services can be quoted based on the builders program & period of invoicing. Additional details and unforeseen work is at hourly rates. In some cases partial services may be available.

### **Timeframe:**

For the construction process and beyond through to the end of the defects liability period.

Prepared by;  
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