



Perkins Pty Ltd for IntExt Design (Shareholders Trust), U/s
ARCHITECTS AND ENGINEERS ENGINEERS FOR STRUCTURE & CIVIL



**Building Designers for all
Residential & Commercial Projects**



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The Design Process -

An Explanation

The Design Process – An Introduction

IntExt Design is committed to quality in building design.

We are Chartered Members of the Building Designer's Association of Queensland. A Chartered member is bound by a code of ethics that strives to maintain the highest possible standards in documentation and office procedures. It is our way of ensuring that clients' requirements are identified, met, incorporated or implemented, checked and satisfied.

What this means for you, the client, is that you can be assured you have obtained the services of a truly professional firm who is prepared to *guarantee* their work.

Important Notes:

1. The design process outlined in this document has been prepared to assist clients wishing to design New dwellings on vacant allotments. Whilst other types of development (additions, renovations, Commercial developments, etc.) generally follow a similar system, this document seeks to explain the process for new residences and dwellings only.
2. Most people only design one or two buildings in a lifetime. The design procedure can vary from office to office. To ensure that your experience is a pleasant one, requires good communication. The design process outlined in this document seeks to assist in this and to clarify the responsibilities of both the designer and the client.
3. Apart from the process contained in this brochure, Intext Design's *Business Control Program* allows flexibility to tailor a process that can vary from the standards shown in here. However through years of experience, we have found that the process outlined here is the average requirements of the majority of our clients to *ensure a happy conclusion*. We promise that whatever your requirements, we would not recommend, nor accept, a commission that falls short of obtaining the best possible solution for your needs.

AN OVERVIEW OF THE DESIGN PROCESS

Each of the points below will be explained in greater detail later in this brochure. However a brief overview of the building design process generally follows this path:

1. PRE-DESIGN SERVICES:

- A design briefing interview with your designer.
- Submission and acceptance of an agreed fee.
- Research and pre-design services by the designer.

2. SITE ANALYSIS SERVICES:

- Investigation and gathering of all the information about your site that may influence the design and placement of the building.

3. PRELIMINARY DESIGN SERVICES:

- This is where all the research and information comes together and the real fun stuff starts. The designer will take all of your requirements, all of the known aspects of the site, all of the constraints of legislative requirements, and combine them with his skills and knowledge of building design to produce the best possible solution for your needs.

4. DESIGN DEVELOPMENT:

- The achievement of a successful building project does not depend on the designer alone. At Intext Design we realize it is very much a team effort. You are a part of that design team. To us, YOUR needs are paramount. Over the years Intext Design has developed a unique checking system that guides you through the myriad of design possibilities and assists you to explore all your options. This is the "fine tuning", or as we prefer to call it, the "personalisation" of the project. This is what turns a *house* into a *home*. Our system makes sure that your end result is reached in the fastest most expedient way, and on budget.

5. CONTRACT DOCUMENTATION:

- Contract documentation is a combination of all of the documents that you will require to enter into a Residential Building Contract with your builder. They are the drawings, specifications, engineering calculations, and other reports that tradesmen work from.

Building a home is a major life event.

Most people only design one or two buildings in a lifetime. So choosing your design team is an important decision. It is not something that should be rushed. You should have the opportunity to ask those many unanswered questions that you have, on building design and the design process. You also need to compare the cost of several design firms and establish what services you will receive for your hard earned money. You can, of course, create a short-list of candidates by choosing those that demonstrate a professionalism in their advertising, phone manner, are members of a professional association such as the Building Designer's Association of Queensland, and are also "Chartered Members", dedicated to continued professional development and a very high code of ethics. Narrow this again to those that have a proven track record in design, by winning several design awards, and you are almost there. The last things you need to consider, to assist you in choosing the final team, is service and cost.

So how *do* you choose the firm that is right for you?

Firstly, you may not know exactly what services are available and secondly, how *does* a building designer put a price on that intangible thing that is your dream home.....?

The answer is of course relatively simple, you would not ring your mechanic and say "my car won't go, how much will it cost to fix it!" Instead you would get the car to the mechanic and give him the opportunity to diagnose the problem, and then provide you with a detailed explanation of the problem, your options, and a quote to do the work.

Because the style and complexity of building design is so enormous, you need to get your ideas together and take them to your designer and give him the opportunity to assess the amount of work involved. IntExt Design provides this service in the way of an initial free consultation.

It allows you the opportunity to take an obligation free look at the design firm and to compare their past projects, design award achievements, professionalism, service and costs, with that of other architectural and building design firms.

Remember your final team choice will be putting together documents that will ultimately form part of a contract between you and a builder

Cheap or hastily prepared documents (usually one and the same) may change that dream home into one of those stressful building nightmares we hear of in nightly TV current affairs programs. You may save yourself

\$200 by using a "back yard" designer, and at first glance his drawings may even look similar to the professionals. But imagine how far that saving will go when the builder has just installed the roof on the second storey, called the building certifier for an inspection, and the certifier announces that a simple error or omission on the plans means the lower storey floor joists are the wrong size and the whole lot need to be replaced.

I wonder if the same back yard designer will guarantee to correct the work, at no cost to you?

IntExt Design guarantees its work.

IntExt Design invites you to see first hand what is possible at each stage of the process and generally to see if IntExt Design is the firm that you wish to engage for your project.

In our pursuit of providing excellence in design services to our clients, IntExt Design only accepts a limited number of commissions each year. This gives us the opportunity to deliver an individual, quality service to our clients rather than attempting to service many clients in a mediocre way.



SO WHAT DO YOU NEED TO DO, BEFORE YOU DECIDE ON A DESIGN FIRM?

1. **Getting ideas** - Visit Home shows; take pictures of homes that you like, whilst out driving; collect pictures from magazines of styles of houses, rooms, ideas that you like.
2. **Get an idea of costs** - Before you get to the exciting process of planning and building your new home, you have to go through the hard work of setting a budget. For most people this is not so much a question of costing what you would like, as it is about working out what you can afford. Talk to Real Estate agents or valuers about housing costs in the area; price materials and appliances you want to use - and ask about labour costs / running costs, involved with their use;.

Take your time and do your homework: the best way to save money on your new home is to avoid having to make rushed decisions. The more time you put in up front, the better. Even though you are having your home built under a contract, it pays to take the time to understand the building process, so you have enough information to ask your builder the right questions - and to accurately assess competitive quotes.

3. **Where is the money coming from?** - Now is the time to talk to your bank or mortgage broker. Have as much information as you can, about what you want to do and how much you think it is going to cost. You may want to shop around for the best deal. Know the upper & lower limits of repayments you can afford.
4. **Buying Land** - Don't just think about location, location, location... Consider what services are available. Think about basic infrastructure such as water, sewerage, phone and power - how much will it cost to have these services connected to the site boundary? What factors are inherent in the land you are considering buying, that may affect the type of house you can build or the costs involved (eg., slope involved, degree of difficulty of site access, building height restrictions, surrounding environment and vegetation, aspect to the sun, local covenants, etc.)
5. **Choose your designer wisely** - We have already covered this, but remember, the cheapest rates may not necessarily be the best or cheapest alternative, in the long run.
6. **Briefing your chosen Designer** - Be prepared. Take your collected ideas to the interview to help you describe your needs. Think beyond your immediate needs - what are the likely future needs of your family? Build in some flexibility! Try not to be too fixed in your ideas - remember why you have engaged the Designer in the first place. Set a budget. Be clear about the scope of the brief.
7. **Be prepared to enter into a contract with your designer** - Ensure that there is a clear understanding, by all parties, of - exactly what services will be provided; at what cost; terms and conditions involved; how variations to the contract will be handled;
8. **Evaluating the Design** - The initial concept plan/s are just that, preliminary plans. They are useful for you to decide what you do or don't like. It is not likely that your Designer will get everything perfect for you at first, no matter how good your briefing was. These preliminary plans can help you see more clearly, what changes need to be made to arrive at your exact needs. This Development phase is where you can start thinking about materials to be used and costs involved. You may wish to have a Quantity Surveyor or builder to estimate costs at this stage, to make sure you are within your budget. When all is as you want it, final plans for the project can be produced. These plans are referred to as Working Drawings or Contract Documentation and are the blueprints for getting your building approval, obtaining tenders from builders and form the basis of your Building Contract with your chosen builder to construct the project.

PRE - DESIGN SERVICES

Introduction

At the Pre-design stage, IntExt Design will take a written design briefing (a structured but informal discussion of your needs, requirements and priorities for the design of your new home).

The pre-design stage gives us the opportunity to identify:

- how complicated the project may be (2 storey, split level, simple, complex or innovative design etc),
- the extent of the work that will be required (additional engineering calculations, special structural drawings or full preparation of specifications etc.)
- how the planning process may be affected by other external considerations. (building covenants, Town planning issues, Regulatory issues etc.)
- if you need any special or supplementary services to those normally required. (engagement of specialist associated consultants, surveyors, engineers, etc.)

Once all of the above is established, we can confidently prepare a fee proposal for your consideration. You are under no obligation to accept. In fact, we welcome comparison of our fees with that of other architectural design firms. IntExt Design do not design boring or outlandish buildings that will waste your money. We create functional pieces of architectural art, paying attention to your requirements, efficiency in construction and overall beauty. We assure you our work is worth every penny invested in it. We are very proud of that.

If you are happy with our fees, and in accordance with Queensland Building Services Authority legislation, we shall then prepare a Contract of Engagement to ensure that your interests are protected. Once our engagement has been confirmed we will then commence any special research, consultation or study that may be needed, or move directly to the next stage - SITE ANALYSIS.

Purpose of Pre-Design Stage:

The purpose of the PRE-DESIGN stage is to provide an opportunity for the designer to gather information from the client that will identify the extent of the work required. It also gives the client the opportunity to assess the design firm's capabilities, consider the fees proposed and compare the standard of service offered. It also allows both parties to commence communication and dialogue to ensure that both feel comfortable with the other, prior to entering into a formal business arrangement.

Who should attend:

Preferably, you *and* your spouse. If you have already appointed a *builder* or an *agent* (some-one else who will be giving instructions to the designer) then they should attend as well.

What you will need:

As a minimum for us to gauge a clear understanding of the project and as a basis for any new building design we prefer that you put together the following:

- Allow approx. 2-3 hours of free uninterrupted time to focus on your project. (please make prior arrangements if you feel you may need more time)
- A legible copy of your property's *Registered Plan*, showing the boundary bearings and dimensions (usually obtainable from your solicitor or real estate agent. Check that you can read each and every boundary figure clearly before you accept it.)
- A copy of any building covenants that may apply to your block.
- A "best guesstimate" or idea of the total floor area of the project. (living areas, decks, covered patios, garage area, etc.)
- A simple line sketch of your proposed floor plan if you have one, or, a simple "Wish List" put together by you and your spouse. (If you have drawings produced by another design firm or builder we will need to discuss obtaining a release of copyright prior to proceeding).
- A picture of a building facade that best demonstrates the "style" or look of the external face of the building you want.
- A scrap book (if you have one) of specific individual features to be included in the design if these are important (for example - specific gable decorations, a particular verandah post or balustrade detail etc).
- If possible, picture/s of your allotment that best identifies its location from the road, the amount of fall or vegetation on the allotment, and any views or other important aspects of the lot.

What you will receive:

During the PRE-DESIGN stage you will receive:

- If we have not already sent you one, a copy of the Qld. edition of "Your Home" including a free CD containing many bonuses and tips on good design.
- Professional advice on building orientation and good passive solar design principles.
- Constructive evaluation of your sketch plan.
- Advice on materials and construction methods.
- General advice on construction budget.
- Considered opinions on building legislation and Town planning requirements.
- Information on Standard Building Regulations and Codes.
- At this meeting, or shortly afterwards, we will prepare a written fee proposal for your consideration, together with a scope of services and an approximate project time schedule.



SITE ANALYSIS SERVICES

Introduction:

Any individually designed home must have due regard for the particular site.

There are many issues associated with the site that will affect the design. Orientation, prevailing breezes, slope, vegetation, environmental issues, views, privacy from adjoining sites, etc. These are just a few.

Other issues such as existing services or infrastructure may affect the construction budget or the location of the building on the site. For example, you may have an unregistered drainage easement that runs through the site. This may not be shown on the Registered Plan, but will restrict the position of any buildings nonetheless and needs to be identified very early to avoid repeated design process.

This is usually achieved by a search of the various Local authority departments cadastral or land use data-bases.

The next issue to be addressed in the Site Analysis phase is the soil itself.

Some soils have very poor bearing capacities or are subject to instability during the various seasons of the year. Investigation of the geological make-up of your site can help you make informed judgements as to the best method of construction to suit the site.

A reputable Geotechnical Engineering firm should be engaged to provide specialist site soil investigations and a written report. (If this has already been done you should supply a copy of the Geotechnical report to the designer). IntExt Design recommends that the firm who have undertaken the initial soil investigation and report should also be commissioned to prepare the Engineered Foundation design, referred to later under the CONTRACT DOCUMENTATION phase.

Geotechnical assessment is a specialist field and is always undertaken by a Geotechnical engineer.

Finally, unless you already have a contour plan, the Designer needs to measure and record the existing site levels for future reference, for sites that are moderately sloping. (less than 1:4 fall over the general area of the proposed building platform).

Steeply sloping sites (sites with a fall of more than 1:4 over the general area of the proposed building platform) need to be assessed by a Surveyor.

If your site is steeply sloping:

- You should engage a reputable licensed surveyor to prepare a contour survey and a detailed site services location study. The surveyor should provide you, as a minimum, with :
 - hard copy drawing demonstrating the location of : boundary lines, point levels taken, derived contours, service connection points, assumed underground services, significant vegetation, a datum or referenced control point, the surveyors name and licence no.
 - electronic copy in .DWG or .DXF file format of the above, either on disk or Emailed to IntExt Design. (most surveying firms provide the above service/s for \$300 - \$400 but check with your own surveyor first, before engagement)

To ensure that your home fits perfectly with its surroundings, the designer needs to collect all of this information, identify and analyse all of these many variables, to see how each may affect the design.

This is best done before we commence the actual DESIGN phase.

For most suburban sites the above research and analysis, including the co-ordination of any specialised associates, can be covered by IntExt Design "in house," on a fee for service basis. You should discuss the various options with the designer at your initial briefing and refer to the Scope of Services to ensure which services are needed for your site and who shall be responsible for providing them.

Purpose of Site Analysis Stage:

To identify any geological, infrastructure (services), physical, environmental, or similar constraints, and any land use, social, or other issues, associated with the site, or adjacent sites.

Who should attend:

You do not have to attend to this stage unless you have elected to undertake some of these items your self.

What is needed:

Research various Local Authority Department records; obtain copies of any infrastructure associated with, or in the immediate vicinity, of the site; measure and record existing site levels; locate any "as constructed" service connection points for future drawings.
Brief a Geotechnical Engineer to investigate the site.
Brief any other associates that may be required.

What you will receive:

If all aspects of this work is agreed to be handled by IntExt Design you will receive the following:

- 1 Copy of the designer's site Investigation, or, 1 original hard copy of the Surveyors drawings.
- 1 Copy of any infrastructure or land use issue, identified through consultation with the Local Authorities.
- 3 Copies of any Geotechnical Report.
- Advice on the Pros and Cons of the various construction options available for the site.



DESIGN SERVICES – (Preliminary Drawings)

Introduction:

For IntExt Design, the DESIGN SERVICES phase is where the real fun begins. This is where the designer uses his skills, talents and technical knowledge of building putting them to work on your line sketches and/or wish list, whilst considering all the aspects of the SITE ANALYSIS, the Building Regulations and Codes, environmental, economical, and the myriad of other items discussed and noted in the design brief to produce a full size, brick by brick, 3D computer model of the proposed dwelling. This model is then used to generate the drawings listed below.

Purpose of Design Stage:

The purpose of the design stage is for the designer to use his knowledge and skills to interpret and shape the clients requirements identified in the design brief, and combine them with all of the issues identified during the SITE ANALYSIS stage. He can then produce an electronically stabilized, visual representation of the scope, arrangement, and proportion, of the project generally, but with only a limited regard for structural considerations.

The drawings that are produced are an advance on the client's line drawings, or wish list. They are of sufficient detail and precision to allow discussion on room dimensions, window placement, boundary clearances, furniture and fixture layouts etc.

These drawings are often more artistic in their presentation and do not seek to resolve any technical issues relating to construction.

They are the initial, necessary starting point from which further discussion can take place.

What is needed :

All information collected during the previous stages necessary to appropriately complete this stage should be available prior to commencement. The designer shall not proceed with this stage until authorised by the client.

Who should attend :

On completion the designer will allow a 1 hour interview to explain various aspects and to answer any questions. At least you, but preferably you, your spouse and your agent or builder should attend the interview.

What you receive:

2 original printed copies of the following:

- Site plans (showing the site description, North point, boundary lines, building location/s, exist. service locations, contours, ancillary works.) at 1:200 scale on A3 or A2 size sheets. (Sometimes superimposed on floor plans for suburban allotments)
- Floor plans. of each level or storey (showing room locations, door types and dimensions, window types and dimensions, fixtures, roof lines, columns, floor finishes, overall dimensions, and a schedule summary of the general floor areas.) at 1:100 scale on A3 or A2 size sheets.
- Elevations. 4 exterior elevations (showing all storeys or levels, relative ground levels, assumed shadow lines, building heights, and general construction materials) at 1:100 scale on A3 or A2 size sheets
- Perspectives. 4 exterior perspectives (generally these will be taken from a camera height and angle decided by the designer that best serve to demonstrate the overall arrangement and proportion of the project. They are usually artistic in presentation.) at a size that will enable a good understanding of the project and suitable to promote discussion on arrangement and proportion.
- A 1(one) hour presentation by the designer to explain any aspects of the concept and to answer any questions about the concept or materials.
- IntExt Design's unique 5 page checklist to assist you and your spouse to efficiently work through the concept to "individualise" your project.
- Some Design and Construction Tips.
- A sample of "building jargon" to prepare you for discussions with your builder/s.
- An A4 sheet of scaled furniture and fittings that can be cut out and applied to the floor plans to ensure that your traffic areas and room sizes are suitable and to assist in any revision of room layouts.



DESIGN DEVELOPMENT SERVICES

Introduction:

The design development phase is the most important part of the design process.

This stage provides the opportunity to refine the project from the original concept drawings to incorporate the many external factors that may have been realized by the previous stages but overlooked by the client/s when preparing their initial line drawing sketches or wish list.

It also gives the client the opportunity to address any aspects of innovation or licence that the designer may have incorporated during the design stage. It gives the client the occasion to further refine and individualize the project to suit their exact needs.

Most importantly it *allows the client to seek opinions of probable costs from several builders* to ensure that the finished project is on target to meet the construction budget. This is often the stage where selective down sizing of areas can take place, having regard for budget and the end use.

It often becomes apparent during this stage that better design solutions may not fully conform with the Standard Building Regulations, Town planning or other regulations (for example a building boundary relaxation may provide a better pool location or the opportunity to plant shade trees on the western boundary).

This stage allows these types of scenarios to be explored and put before the appropriate authority for a decision prior to incorporation in the final drawings. This minimizes the risk of re-design should an unfavourable decision be handed down by the authority.

For the designer this stage allows him to discuss the various construction methods and options with the client as he moves further towards resolving the structural issues (how it will be built).

Any changes to the shape, arrangement, or materials during this stage may impact upon individual member sizes. So, whilst the methods of structure and construction begin to be resolved by the designer, the actual structural calculations and sizing of individual members, is not.

Purpose of Design Development Stage:

The DESIGN DEVELOPMENT phase is a very important part of communication between the designer and the client. It seeks to refine the preliminary concept drawings created at the DESIGN STAGE, to a point

where CONTRACT DOCUMENTATION can be confidently undertaken without risk of any further changes being made by the client that may protract the necessary engineering calculations required to complete the designers work.

What is needed:

At each stage of the DESIGN DEVELOPMENT phase, you will be prompted through Intext Design's unique checklist to verify and alter the previously issued drawings in a clear and concise manner. To confirm your requirements the designer shall give you a "transmittal advice" document at each revised issue confirming the effects of any previous change.

Who should attend :

By this stage you are well on your way and we can post or email documents. However you, your spouse and your agent or builder should attend each DESIGN DEVELOPMENT interview if you have any queries or need assistance.

What you receive:

2 revised printed copies of the following:

- Site plans (revised to show previous matter together with any changed or new feature introduced.) at 1:200 scale, on A3 or A2 size sheets.
- Floor plans. of each level or storey (revised to show previous matter together with any changed or new feature introduced.) at 1:100 scale, on A3 or A2 size sheets.
- Elevations. 4 exterior elevations (revised to show previous matter together with any changed or new feature introduced.) at 1:100 scale on A3 or A2 size sheets
- Perspectives - 4 exterior perspectives (revised to show previous matter together with any changed or new feature introduced.) at a size that will enable a good understanding of the project.

Other options:

- Various sections through the project demonstrating special features.
- If you have chosen your external materials, Computer rendered pictures of the project in BMP or JPG format on CD or by Email.
- A computer generated "fly by" movie of the project.
- Computer generated "sun / shadow studies", in movie format.
- Support information for any Planning application or By-law Relaxation request.
- Attendance or liaison with Council by the designer, to assist any application.
- Have the designer seek opinions of probable cost from a number of reputable builders.



CONTRACT DOCUMENTATION SERVICES

Introduction:

These drawings are sometimes referred to as “working drawings”.

This stage is the culmination of all the previous stages.

The documents that are produced here are technically, orthographic representations of your new home.

They are the documents that will form part of a building contract between you and your builder.

They are the documents that the tradesmen will follow to construct the project.

They are far greater in detail than the previous documents.

At this stage the designer can confidently resolve any final matter of structure or construction. He can now perform all the necessary structural calculations and brief associate specialist consultants without fear that the building may be altered.

These drawings will be submitted to a private, independent Building Certifier for checking against all the various Australian Codes, Standards and Regulations.

Intext Design is the proud winner of the Building Designer’s Association of Queensland’s top award “The Award of Excellence”. This award, amongst other things, judges the standard and quality of documentation produced by several design firms. We have many, many repeat builders who prefer to use our drawings since they are concise, practical, and “buildable” tools, that ensure a speedy and precise construction.

We are so confident in our work that we GUARANTEE it.

We warrant that should any Building Certifier require any additional information, in order to approve our drawings for construction, WE SHALL PROVIDE IT FREE OF CHARGE.

Ask our competition if they will do the same.

Purpose of Contract Documentation Stage:

The purpose of the contract documentation stage is to firm the projects previous design development so that the necessary structural calculations can be confidently performed without risk of protracting the designers work. The documents will allow any of several builders to adequately assess the amount of structural work and materials involved and provide a quotation to erect the building. They will be to a standard not less than the Building Designers Association of Queensland’s “Minimum Requirements of Working Drawings for Building Certification”.

Who should attend :

Delivery of these documents usually completes our formal engagement. You, your spouse or builder will be required to attend to inspect the drawings for completeness and to finalise your account.

What you receive:

As a minimum, 7 bound sets of the following:

- Cover page – [scale 1:200 on A3 or A2 sheet] includes a drawing register (an index showing the complete scope of the drawings. A signed authorisation from the designer stating that the documents have been checked by him and found suitable - usually contains a perspective sketch of the project)

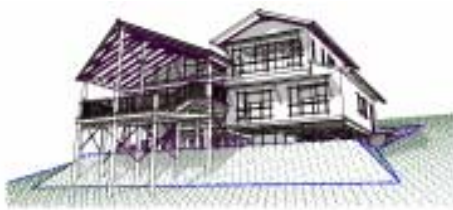
- Site plan – Building set-out [scale 1:200 on A3 or A2 sheet] (a plan of the allotment demonstrating the extent of any earthworks and the dimensions required to correctly position the building on the site.)
- Site services Plan – [scale 1:200 on A3 or A2 sheet] a plan of the allotment showing the proposed method of connecting services. (the location of existing connection points, pipe sizes and locations, water, electrical, and stormwater drainage).
- Ancillary structures Plan – [scale 1:200 on A3 or A2 sheet] A plan of the allotment showing any additional work other than the building structure. (Pools, fences, driveways, paths, retaining walls, etc. and who shall be responsible for its construction.)
- Environmental management plan – [scale 1:200 on A3 or A2 sheet] a plan of the allotment demonstrating any environmental management procedures required during the construction. (This can also be used by your landscaper to prepare a landscaping plan)
- Architectural footings / slab plan – [scale 1:100 on A3 or A2 sheet] a plan of the subfloor walls, slab/s on ground or pier set-out grid/s (dimensions, levels, falls, steps, recesses, plumbing penetrations etc.)
- Floor Plans – [scale 1:100 on A3 or A2 sheet] Plans of each level. (fully dimensioned, room names, walls, window and door schedules, fixture and fittings locations, roof lines, general joinery, columns or posts, floor finishes, floor area schedules)
- Wall framing / structural plans – [scale 1:100 on A3 or A2 sheet] Plans demonstrating the structural requirements. (timber framing schedules, lintel sizes, beam locations, major truss point loads etc.)
- Bracing Plans – [scale 1:100 on A3 or A2 sheet] Wind loading calculations (bracing reconciliation schedule, bracing wall types and locations, additional hold down rod sizes etc.)
- Exterior elevations - [scale 1:100 on A3 or A2 sheet] 4 external Elevations of the structure (showing natural and proposed ground lines, materials and finishes, decorative elements, roof pitches, wall heights, joinery heights etc.)
- Section drawings - [scale 1:50 on A3 or A2 sheet] A minimum of two (2) sections through the building (showing relative levels, construction method/s, Tie down calculations, etc)
- Standard construction Details - [scale 1:20 on A3 or A2 sheet] All the standard construction details that are pertinent to the type of construction and required for certification.
- Computer Framing report – A software report showing the engineering calculations used to determine the forces acting on each structural member, the various options of timber, and the sizes required for each option. (3 bound copies on A4 sheets.)
- Computer Tie-down report – A software report showing the calculations to determine the uplift loads on the various member connections, the preferred option to resist that uplift, and the size or fixing requirements of the connection. (3 bound copies on A4 sheets.)
- Electrical Drawings – [scale 1:100 on A3 or A2 sheet] A blank scaled floor plan for you to fill in and complete with your preferences for the location of electrical outlets, Intercom, TV, Telephone, etc.
- Lighting Drawings - [scale 1:100 on A3 or A2 sheet] A blank scaled floor plan for you to fill in with your preferences for the location of lighting, switches, audio, comp. cabling, etc. or to give to your lighting supplier to complete.
- Energy Efficiency assessment report.



Other Options you may require:

Depending on the type of construction and/or the complexity of your project you may need some of the following :

- Timber floor framing plan/s - [scale 1:100 on A3 or A2 sheet] A plan of any timber floor framing that may be required. (shows member sizes, connection types, extent and type of flooring)
- Roof Framing plan/s - [scale 1:100 on A3 or A2 sheet] A plan of any conventionally pitched roof framing that may be required. (shows member sizes, connection types, etc.)
- Subfloor Bracing plan – [scale 1:100 on A3 or A2 sheet] required if the subfloor area of your building is greater than 900mm high at the lowest point or the building is a High set dwelling.
- Electrical distribution - [scale 1:100 on A3 or A2 sheet] If you wish the designer to check your marked up Electrical plans in order to annexe them to a building contract.
- Lighting distribution - [scale 1:100 on A3 or A2 sheet] If you wish the designer to check your marked up Lighting plans in order to annexe them to a building contract.
- HVAC plans - [scale 1:100 on A3 or A2 sheet] Heating, Venting and Cooling Plans. Required if ducted Air Conditioning or heating is to be installed.
- Additional Sections - [scale 1:50 on A3 or A2 sheet] Any additional sections that may be required for more complex or large projects demonstrating construction requirements.
- Construction Detailing - [scale 1:20 on A3 or A2 sheet] Specific construction details that cannot be clearly shown at 1:50 scale on the sectional drawings.
- Specific Detailing - [scale as req. on A3 or A2 sheet] Special detailing drawings. (Brick fire places, Steel work drawings, Stair detailing.)
- Room Detailing - [scale 1:50 on A3 or A2 sheet] Internal elevations of specific rooms showing cabinet work, fittings and fixtures.
- Specifications – A written specification booklet listing all of those items not shown on the drawings (door handle types, sink model, taps, bath make & model, paint colours, etc.)
- Fittings Fixtures & Finishes Schedule – A written schedule of the fittings, fixtures & finishes.
- Extra plans produced, in a format suitable for briefing of an Engineer.



YOU HAVE YOUR FINAL PLANS – WHAT NOW? (A Queensland Perspective)

1. **Selecting a builder** – You may wish several builders to tender for the project, or, you may have already selected your chosen builder. Remember to check with the Building Services Authority of Qld., (try their website license check facility, at <http://www.bsa.qld.gov.au>), to ensure currency of license. Assistance with the tendering process and assistance with negotiating the best deal for you, is one of the services that most Design Offices can offer.
2. **Acquiring an approval to build – The Certification Process**
 - a. **Acquire all the other associated consultants input to the project – This will require specific briefings to ensure your best interests are protected. Your Design firm can offer you this service –**
 - i. You will require a geotechnical engineer to provide site soil report, if not already attended.
 - ii. An engineer will be required to design footings / foundations for the building, if not already attended.
 - iii. Other engineering design may be required. Your Designer will advise you on this issue.
 - iv. Specialists' design may be required – eg on-site sanitary drainage for non-sewered areas.
 - v. Energy Efficiency Assessment needs to be attended, if not already done.
 - b. **Complete appropriate application forms** (Your Design Office or builder or chosen certifier will assist you with finding the right forms)
 - c. **Take 4 sets of the plans** (some private certifiers require 5 sets), a copy of all other acquired plans and reports, (plus any Decision Notices from the Local Government Authority regarding the project), the completed application forms and required fees to your selected Private Certifier, for lodgement of your building approval application. (You must know the estimated cost of construction and the name and Lic. No. of your chosen builder). Often this procedure is written into the Building Contract you sign with your chosen builder and he will perform this task. He will also need to show evidence of paying the BSA insurance levy, at this time, to ensure you are covered by the insurance scheme, as per our State Legislation.
3. **Signing a Building Contract** – Before you sign, you may want to get your solicitor to comment on the contract. Make sure you understand all of the terms and conditions. Ask questions about what is covered and what is **not** covered in the proposed contract; what if you want to change something (variations to the contract). All specifications or schedules of Fixtures, Fittings and Finishes completed by you (or your Designer), need to be annexed to the contract, along with all the final plans and associated reports.
4. **Surviving the Building Process** – Just as it was so important with your designer to get the desired result, good communication with your builder is vital. Some further points to ponder:-
 - a. Inspections by your Private Certifier are only aimed at ensuring that the work complies with all the various building legislation covering the work.
 - b. He will not be looking at quality of workmanship or whether the work complies with the contract you have signed with the builder.
 - c. Your Design firm can possibly offer you Contract Administration services, that fill this void, if you are unable to do this .