

**McLauchlan
Building
Designers**

Site analysis and Preliminary Design

Preparation of Brief

In most cases the brief will consist of the compilation of notes and sketches outlining the nature of required works. If requested a formal brief can be prepared.

Assistance in selection of Site (if required)

Pre purchase advice on potential site suitability for the project in mind.

Property Research

Preliminary enquiries as determined by type of project covering site conditions, services, Council requirements, etc.

Site Measure and Preparation of Existing Conditions Plan

Site measure existing buildings requiring alterations or additions, and preparation of drawings showing the extent of existing works.

Preliminary Site Analysis

Analysis of the site to determine its suitability for the proposed development, and/or clients expectations. Includes preliminary assessment against the requirements of Rescode & relevant Council policies.

Production of Preliminary Site Layout Sketches

Preliminary site layout sketches suitable for exploring the general parameters of the project in terms of site usage, area and massing considerations.

Preparation of Indicative Budget (if required)

Building cost budget based on the sketch plan concepts.

Preparation of Concept Sketches

Preparation of preliminary drawings for subsequent detailed development and working drawings Building layout and elevational treatment to scale.

Preparation of Preliminary Schedule of Works (if required)

Preparation of a preliminary schedule of fittings and fixtures which, in association with the Concept Sketches (6.2), can be use by a Builder or Quantity Surveyor for budget costing purposes.

Preliminary Tender (if required)

Submission to a selected number of Builders, (usually 2-4), to establish a realistic budget for the defined scope of works. Commonly we would expect to select the Builder after this stage and to subsequently negotiate a 'Fixed Price' contract after detailed drawings and specifications were completed.

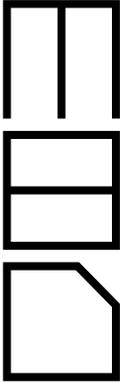
Consultation with relevant authorities

Pre-submission meeting with Council or other authorities to present the design proposal and confirm current Council policy.

Discussions with neighbours and other interested parties

Representations on behalf of /or with the Client to discuss the design proposal with neighbours or other affected parties. These discussions do not form part of the agreed fee and are carried out as an additional service at hourly rates.

Alterations required as a result of such consultations are likely to constitute variations or be part of an hourly rate agreement.



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Build over Applications

Preparation of basic drawings to submit to relevant authorities for building over either easements or sewer/ SWD assets (Application fees are not included in our fees). A variation may be required for this work.

Set Back Dispensations

Preparation of basic drawings to submit to relevant authorities for dispensations on setbacks or building heights. A variation may be required for this work.

Preparation of preliminary concept and sketch of plans and principal elevation for submission to Client. Following Client review to amend concept drawings and add sufficient detail to commence working drawings following Client sign off of the design.

6.1 Town Planning Applications and Submissions (Refer separate advice)

Appointment of Consultants, where appropriate

Appointment and briefing of consultants as required for the type of project subject to the Owners approval of Consultants fees. (Consultants fees not included)

Preparation of Documents for the Town Planning Application

Preparation of drawings describing, for Town Planning purposes, the scope of works and relevant external finishes and site conditions. Works include; Preparation of Site Analysis, Design Response and Shadow Diagrams, Overlooking Diagrams.

Clients will be required to approve drawings prior to lodging with Council.

Lodgement of Documents for Planning Application (Fees not included)

Lodge Town Planning Application. Submit application forms, drawings and supporting documents to Town Planning. (Planning and advertising fees not included).

Additional works can be required following lodgement with Council. Planning officers frequently request additional information or suggest changes be made to drawings. As there is no standardisation of requirements by Planners or Councils, changes requested after lodgement are extra to our agreed fee.

Completion of statutory advertising requirements

Preparation and mailing of advertising notices, newspaper advertisements & street signage. (Cost of advertising and signage not included. These works are usually carried out by Council for a fee)

Negotiation with Objectors re Town Planning (if required)

Meetings with neighbours and/or objectors in an attempt to negotiate removal of objection are not included in the standard fees and will be charged as a variation at the nominated hourly rates.

Assistance with Town Planning Appeals

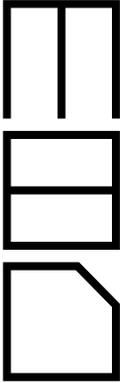
Additional works are required to prepare for a VCAT Hearing or mediation. A separate fee will apply.

6.2 Presentation and Marketing (if required)

Presentation/marketing drawings

Perspectives presentation

Preparation of perspective drawings, 3-D digital images etc.



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6.4 Detail Development and Working Drawings

Appointment of Consultants

Appointment and briefing of consultants as required for the specific project (Consultants fees to be approved by client and paid separately).

Detail Development

Advanced stage of design review layout covering external and internal concepts. Development to a final concept.

Preparation of Working Drawings

Preparation of Working Drawings defining all structural & construction requirements for a Building Permit. Working Drawings are commenced based on acceptance of Sketch Plans. (Refer 6.1).

After commencement of working drawings, changes from the agreed sketch plan constitute variations to the brief and incur additional fees.

Preparation of Electrical Plan

Preparation of a comprehensive/conventional layout plan of lighting and power requirements. The actual selection of light fittings is usually by Owner and the cost of light fittings may be extra to the building cost estimate. Smart wiring and home technologies are specialist areas requiring individual assessment. Clients are encouraged to discuss their areas of interest so more detailed recommendations can be made.

6.5 Internal Details, Specification & Schedule (if required)

Preparation of Detailed Drawings of Internal Fit out

Preparation of detailed drawings of kitchen, bathrooms and laundry showing built-in cupboards, fittings, extent of wall tiling, wall mirrors etc., and incorporating a finishes schedule suitable to be given to relevant trades. This extent of detail is important for formal tendering and Building Contract.

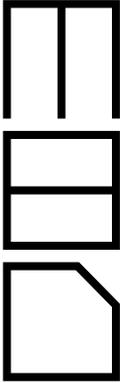
Preparation of Project Specification and Schedule of finishes (Client selections)

A descriptive specification providing a defined basis for Builders to prepare their fixed price quotation including, details of fittings, finishes and materials to be used including schedules of Prime Cost Sums and Provisional Allowances. All selections are to be made by owner unless item 6.6 is selected.

6.6 Interior Design (if required)

Selection and Co-ordination of Finishes, colours and/or Furnishing

Our Interior Design services can co-ordinate and/or select and detail internal fittings, cabinetry, finishes, colours, carpets etc.



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6.7 Tendering, Negotiation of Contracts and Building Permit (if required)

Completion of Tender Documents

Preparation of tender conditions letter, printing and collation of tender documents, drawings etc.

Call for Tenders

- (i) Selected builders are invited to submit tenders for work proposed or
- (ii) Negotiation with a Builder nominated by Designer or Owner.

Analysis of Tenders, negotiation & Selection of Builder

- (i) Analyse the submitted tenders to compare costs, assess compliance with the drawings and specification.
 - Negotiate with Builders to firm up prices
 - Discuss options with client and or builders
 - Select successful builder

(Revisions to documents will be subject to additional fees)

Notification to unsuccessful tenderers

Review of Contract documents between Client and Builder

Meetings with client and builder to review Contract details pre signing.

Attendance at Contract Signing

Lodge Permit Application Forms (Fees not included) (if required)

Preparation of application forms, co-ordination of all relevant documents and lodge for Building Approval. To further liaise with the Building Surveyor, Council, or other authorities as required.
(Building & associated Permit fees are not included)

Co-ordinate all Relevant Documentation for Construction purposes

Preparation and copying of documents necessary for builder to commence construction

6.8 Site attendance and Contract Administration (if required)

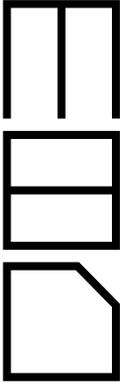
Attendance at Site to Monitor Progress of the Project & Consistency with Design Requirements

Attend site on a regular basis to monitor progress and advise/interpret for the Builder and/or Owner as required. To attend site meetings with Owner/Builder as required or agreed to discuss and advise on issues arising. To monitor the job to obtain appropriate finishes consistent with the design concept, client's brief and fair and reasonable trade practice.

Administration of the Contract between the Owner and the Builder

To carry out Contract Administration, record variations, progress claims etc, and advise on the validity of these claims.

Note: The role does NOT include responsibility for quality control. In all cases the Builder is responsible for adherence to the Contract Documents and to relevant Building Regulations and for maintenance of quality control. Our involvement is accepted in an advisory capacity only. Fees are based on nominated duration of the Building Contract. Any additional works due to site variations or extension of the Contract duration will be charged at scheduled hourly rates.



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6.9 Post Project Completion Services

Review of defects for Defects Liability assessment

Review of Building works for defects under the Building Contract.

Review of any applicable Warranties and Guarantees

6.10 Other Services

Bushfire Attack Level - BAL Report

Where applicable, all residential projects must include assessment of the bushfire attack level (BAL). Most metropolitan sites are classified as Low, however, some sites will require detailed assessment under Australian Standards AS 3959-2009.

The Standard sets out construction requirements based on Bushfire Attack Levels (BAL). The construction methods must be included on the design documents lodged for a building permit.

Note : Any other Special requirements from clients shall be reviewed on an individual basis and quoted according