

**NEW HOME**

**CLIENT BRIEF**

**You tell us what you want us to do**

The more information we have about what you want, the better we can design your home to suit your individual needs. We have included our Plans & Approvals & Building Flowcharts to help you understand some of the processes now that you have decided to build.

**YOUR DETAILS**

Name \_\_\_\_\_

Site Address \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Lot & DP numbers (get this from the Contract or Rate notice) Lot \_\_\_\_\_ DP or SP \_\_\_\_\_

Billing Address (if different from above) \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Mobile \_\_\_\_\_ Tel \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

**HOW WILL YOU BUILD IT**

Owner builder  Contract builder  Not sure at this stage

**DESIRED START DATE** (allow 6 months for plans and approvals) \_\_\_\_\_

**QUALITY** what standard of finish are you looking for?

Prestige  Above average  Trade

**BUDGET** \$ \_\_\_\_\_

**NB** The budget will depend upon the area of the building work, and level of quality you want. The Table below summarises typical building costs\* per square metre (m2). These indicative rates include the usual professional fees and a 10% contingency for variations and changes during the work.

	TRADE	ABOVE AVERAGE	PRESTIGE
Ground Floor Building	\$1725 - \$2300	\$2070 - \$2760	\$2590 - \$3450
First Floor Building	\$1900 - \$2500	\$2280 - \$3000	\$2850 - \$4000
Garages	\$950 - \$1500	\$1050 - \$1650	\$1150 - \$1800
Decks	\$800	\$920	\$1050
Utility room fit out (lump sum costs)			
▶ Bathroom	\$18,000	\$28,750	\$46,000
▶ Kitchen	\$21,000	\$34,500	\$50,000
▶ Laundry	\$13,800	\$18,400	\$23,000

\* Typical building costs are based on information from Reed Construction Data for the trade rate, plus 25% for professional fee's & contingencies. Rates for Above Average quality are 20% over trade rate, and Prestige quality is 50% over trade rate.



**MAIN OBJECTIVES** include your vision for the completed project

**Must Have**

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**Would like**

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**ADDITIONAL SPACES** include a rough sketch &/or list of spaces you would like incorporated. Include requirements for specific rooms – ie minimum room sizes or dimensions, ceiling heights, floor areas, and relationships between rooms/spaces

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**EXISTING SPACES** include aspects of the existing site that need to be addressed/ improved/ considered or specifically retained or reflected in the new work (ie. Views, existing tree's, access, etc)

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**STYLES YOU LIKE** include photos/clippings/product descriptions of what you like

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**DOCUMENTS YOU CAN GIVE US**

- original survey
- previous plans (especially approved Council plans)
- drainage drawing

**WHAT DO YOU WANT US TO DO?** Please tick  each product you'd like (all fee's exclude GST)

Note: fee's listed as a percentage are based on the estimated construction cost of the total works.

**Getting Started**

- \$495 Initial Meeting, site measure & photography of existing building
- \$85 arrange & coordinate survey plan from surveyor  
*approx. survey cost \$900 - \$1,500 paid directly by you*

**PACKAGE DEALS**

- DA (Development Application) package (2% of estimated construction cost, minimum \$3,000)**  
*package includes – review client brief, prepare sketch design (including 1 set of mark up changes from you), prepare plans, elevations & section for DA submission.*
- DA documentation package– additional \$1,690 (save \$205)**  
*package includes – preparation of a statement of environmental effects, waste management report and BASIX certificate, arrange & co-ordinate landscape plan (not including consultant fee's), completion of DA form, compile & collate submission documents, lodgement to council of application, and monitoring progress of application once submitted.*

- Combined DA/CC (Construction Certificate) package (3.2% of estimated construction cost, minimum \$4800)**  
*package includes 'DA package' PLUS upgrading of plans, elevations & section to Construction Certificate requirements.*
- DA/CC documentation package– additional \$1,890 (save \$235)**  
*package includes 'DA package upgrade' PLUS - arrange & co-ordinate Structural Engineer (consultants fee's not included), completion of CC application form.*

- CDC (Complying Development Certificate) package (3.2% of estimated construction cost, minimum \$4800)**  
*package includes 'DA package' PLUS upgrading of plans, elevations & section to Complying Development Certificate requirements.*
- CDC documentation package – additional \$1090 (save \$150)**  
*package includes – preparation of a BASIX certificate, arrange & co-ordinate Structural Engineer (consultants fee's not included) completion of CDC form, compile & collate submission documents, lodgement of application with certifier and monitoring progress of application once submitted.*

- 'The Works' package (5% of estimated construction cost, minimum \$7,500)**  
*package includes 'combined DA/CC package', PLUS 'DA/CC package upgrade', PLUS – Site measure & photography of existing building, prepare existing building plans & elevations, arrange & coordinate survey plan from surveyor, Prepare specification and preliminary schedule of finishes, provide construction details, prepare window schedule.*

**UNPACKAGED**

Please advise if you would prefer to do some of the work yourself and we will send you a list of likely steps and then plan overall costs with you.

**DISBURSEMENTS**

If you need documents printed, copied, couriered or fees paid on your behalf, we will add these costs to the above fees. Disbursement costs will be outlined in the fee proposal.

**CHECKLIST** you might like to tick  items or preferences you want included

Note: your selections will need to be confirmed with the builder if construction stage documentation is not prepared by us

**Generally**

- built in wardrobes
- roof space access
- automatic garage door
- level floor finish between tiles & carpet

**Floor Finishes**

- carpet – (specify rooms) \_\_\_\_\_  
\_\_\_\_\_
- tile – (specify rooms) \_\_\_\_\_  
\_\_\_\_\_
- timber – (specify rooms) \_\_\_\_\_  
\_\_\_\_\_
- vinyl – (specify rooms) \_\_\_\_\_  
\_\_\_\_\_
- other – (specify finish & rooms) \_\_\_\_\_  
\_\_\_\_\_

**Services**

- solar power
- smart wiring
- home security
- home theatre

**Water**

- rain water tank (if not required by DA) size: \_\_\_\_\_ ltr
- rain water to toilets (if not required by DA)
- rain water to washing machine (if not required by DA)
- recycled water to toilets
- instantaneous gas hot water
- gas storage hot water
- solar boosted hot water
- electric storage hot water

**Cooling/Heating**

- cross ventilation
- ceiling fans
- air-conditioning – room specific split system/s (specify rooms) \_\_\_\_\_  
\_\_\_\_\_
- air-conditioning – ducted
- gas outlets for heating
- ethanol fire
- gas fireplace
- wood burning fire  open  combustion

**Kitchen Appliances**

- gas
- electric

**Bathroom**

- exhaust fans
- heat lamps
- floor heating

**Windows & Doors**

- louvres
- sliding
- awning
- casement
- double hung
- sliding doors
- bi-fold doors
- tinted glass

**Window Coverings**

- curtains
- blinds
- plantation shutters

**Acoustic**

- acoustic wall insulation around WC
- acoustic wall insulation around master bedroom

**Thermal (in excess of Basix requirements)**

- ceiling insulation
- wall insulation

**Roof Material**

- metal Roof
- tiles-Concrete
- tiles-Terracotta
- other – (please specify) \_\_\_\_\_

**Outside**

- gas point for BBQ
- outdoor shower

**Other (please state)**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_