

RENOVATION 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 Additions	\$1725 - \$2300	\$2070 - \$2760	\$2590 - \$3450
First Floor Additions	\$1900 - \$2500	\$2280 - \$3000	\$2850 - \$4000
Internal alterations	\$800 - \$1000	\$960 - \$1200	\$1200 - \$1500
Garages	\$950 - \$1500	\$1050 - \$1650	\$1150 - \$1800
Decks	\$800	\$920	\$1050
Utility room fit out/refurbishment (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

Would like

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

EXISTING SPACES include aspects of existing spaces that need to be addressed/ improved or specifically retained or reflected in the new work

PROBLEMS YOU WANT SOLVED eg exterior door from laundry, light under stairs etc

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

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
- \$810 prepare CAD model of existing building, including plan & elevations
required unless accurate CAD drawing of the existing building is available
- \$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)

- _____
- _____
- _____