

THE ARCHITECTURAL PROCESS

SKETCH DESIGN

- Identify site opportunities and constraints
- Conduct preliminary assessment of statutory regulations
- Develop a realistic brief based on budget and constraints
- Prepare concept design options
- Refinement of preferred option into a 3D computer model
- Discuss and advise the best approval and procurement pathway

DEVELOPMENT APPLICATION

- Design Development of sketch design proposal
- Prepare required architectural drawings and supporting documents for council lodgement
- Coordinate and integrate required drawings and documents from specialist consultants
- Liaise with Council during the assessment of the application

CONSTRUCTION CERTIFICATE

- Develop technical architectural drawings and supporting documents to demonstrate compliance with Development Application conditions of approval and relevant building codes
- Coordinate and integrate required drawings and documents from specialist consultants
- Liaise with Principal Certifying Authority during the assessment of the application
- *Note, if a Complying Development Certificate is achievable, this will combine the services for the Development Application and Construction Certificate Stages.*

CONSTRUCTION DOCUMENTATION AND INTERIOR DESIGN

- Prepare detailed drawings and building specification to assist in the accurate tendering and construction of your project
- Prepare interior design layouts, joinery details, electrical and lighting layouts
- Select internal and external finishes, fittings and fixtures
- Coordinate and integrate external consultants drawings and details

TENDER AND BUILDER ENGAGEMENT

- Prepare and issue tender documentation to a select group of builders for detailed pricing
- Liaise with builders during the tender period to answer specific questions and to ensure a fair and ethical tendering process
- Review and assess returned tender submissions
- Negotiate with preferred tenderer to establish a construction cost and scope of works
- Preparation of a building contract and engagement of the building contractor

ADVICE DURING CONSTRUCTION

- Act as the owners agent during construction and provide instruction to the builder
- Act as the point of contact between the owner and builder
- Observe the general conformance of construction with the contract, drawings and documentation
- Attend regular site meetings with owners and building contractor to report on progress, timing and to identify and remediate any potential issues
- Review and builder prepared details and workshop drawings
- Clarify or amend any drawings, documents or details based on site conditions