

Pre-project

Client Name	Project address	Contact details
First name:	Street:	Mobile Phone number:
Surname:	State:	Email address:
	Post Code:	Please tick / circle your contact method preference: email SMS phone call

Questionnaire – this helps us determine what services you will be needing for your project, plus any other services you may be interested in. *Please tick or circle those that apply – this will help us tailor our quote to your specific project needs.*

Service	Description – if it is needed, what this typically includes	Please tick Yes or No
Do you need us to measure up your existing property?	<p><i>Note this will be required if you are unable to provide existing plans/drawings. Records existing measurements of your property to enable us to carry out a design.</i></p> <p><input type="checkbox"/> Measure up Existing Building (Note: This is not a complete site survey and may still require a qualified land surveyor to survey your property)</p> <p><input type="checkbox"/> Carry out a Site Assessment (Take photos if required)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Preliminary Design services	<p><i>We create a preliminary sketch design based on (a) the supplied existing drawings or our measured drawings, (b) existing conditions, (c) our initial conversations about your project requirements, photos of vision/style, and startup consultation:</i></p> <p><input type="checkbox"/> Startup project consultation with designer (via zoom)</p> <p><input type="checkbox"/> Confirm project intentions/vision, including timeframe, scope, and budget</p> <p><input type="checkbox"/> Establishment of project design brief (we will email this to you in a form to sign off on before proceeding with any drawings)</p> <p><input type="checkbox"/> Preliminary Local Codes & Council Regulations Checks</p> <p><input type="checkbox"/> Produce a complete Preliminary Design in CAD based upon client's brief and consultation</p> <p><input type="checkbox"/> Preliminary Site Plan Sketch at 1:200 / 1 :100, Preliminary Floor Plan Sketch at 1:100, Preliminary Elevation/s Sketch at 1:100</p> <p><input type="checkbox"/> Re-produce Plans of Existing Conditions in CAD</p> <p><input type="checkbox"/> 2 x Extra Rounds of Design Changes by Client and Drafting to Fix those Changes</p> <p><input type="checkbox"/> PDF copy of final drawings issued to you via email</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Preliminary Design Project Consultation	<p>Generally, we only recommend if we have not already been out to your site or met you in person. We travel to Site and Meet with you to establish your detailed brief in person.</p> <p><input type="checkbox"/> Startup project consultation with designer (via zoom)</p> <p><input type="checkbox"/> Confirm project intentions/vision, including timeframe, scope, and budget</p> <p><input type="checkbox"/> Establishment of project design brief (we will email this to you in a form to sign off on before proceeding with any drawings)</p> <p><input type="checkbox"/> Carry out Site Assessment (Take photos if required)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Development Approval Drawings	<p><i>Note this stage is needed if you lodge a planning permit / development application with your local council. If some cases you may not need this, it depends on what you are doing to your property, type, and size of modifications.</i></p> <ul style="list-style-type: none"> • BCA checks based on the preliminary design • Coordination with consultations (in any) • Drawings to scale: • Site plan • Floor plan • Demolition plan • Elevations • Plus, any other Architectural Drawings required for Development Approval 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Council/Certification Application Assistance	<p><i>Note: you will only need this if you require a Planning Permit / Development Approval from your Local Council i.e. GCCC</i></p> <ul style="list-style-type: none"> • We co-ordinate all consultants' drawings together, print hard copies (or supply digital copy if council allows for online submission). • Assist with filling out paperwork required for Council Lodgment/Certification. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

INTERNAL OFFICE USE ONLY

SITE VISIT:

Y / N

PRE-PROJECT FORM

COPYRIGHT TO DRAFTHAUS

DATE:

28/07/2020

	<p>Please note that some items may need your input and/or signature.</p> <ul style="list-style-type: none"> Post drawings (or supply digital copy if council allows for online submission) to you for you to simply submit to council along with your payment. This fee does not include meetings with council unless otherwise stated. <p>The (client/property owner) will still be required and responsible to pay council/certification fees direct and issue them with payment at their office or issue them with a cheque</p>	
Building Approval Drawings Stage	<p><i>Note: you will need this if you are doing a new build, structurally modifying anything, or changing (renovating) more than 20% of the existing area of your house/property (Under Building Act 1975).</i></p> <p>Creation of building approval suitable drawings of the agreed upon design. Generally, this includes:</p> <ul style="list-style-type: none"> Site Plan to 1:200 scale Floor Plan to 1:100 scale Demolition Plan to 1:100 scale Elevations to 1:100 scale Roof Plan to 1:100 scale (if required) Sections to 1:100 or 1:50 scale Construction Details and Specifications (required for Building Approval) Plus, any other Architectural Drawings required for Building Approval Australian Standard and BCA Checks Coordination with Consultants <p>Does not include the private building certifier cost</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Construction Drawings Stage	<p><i>Note: this will be required if you are requesting 3 or more quotes from a range of builders.</i></p> <p>Creation of building approval suitable drawings of the agreed upon design. Generally, this includes:</p> <ul style="list-style-type: none"> Construction Details and Specifications (required for construction costing and building) Updated changes to: Site Plan to 1:200 scale, Floor Plan to 1:100 scale, Demolition drawings to 1:100 scale, Elevations to 1:100 scale, Sections to 1:100 or 1:50 scale, Roof Plan to 1:100 scale (if required) Plus, any other Architectural Drawings required for costing and construction by builders Additional Australian Standard and BCA Checks 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Building construction estimation	<p><i>Generally, we recommend going out to 2-3 builders. This will be required if you are requesting 2, 3 or more quotes from builders and you would like our help with selecting the right builder and right construction price for your project.</i></p> <p>We can coordinate the building construction estimates costs for your project:</p> <ul style="list-style-type: none"> Locating 2-3 suitable and available builders for your project and requesting tender quotes based on the construction scope and drawings Review of their QBCC licenses and qualifications Issue of construction drawings (tender) for builders to quote on (2-3 builders) Our time for coordinating builders' quotes/estimates and following up on estimates on behalf of you Removing / negotiation of cost items on behalf of you Review of quotes and estimates, as well as their proposed construction contract, Final builder recommendations 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure
Services during construction	<ul style="list-style-type: none"> Request for information responses (from builder) Quality checks (on trades and builder to make sure it is built in accordance with your brief, design, and drawings) 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

Additional project services

Interior Design Services: Yes | No

Will you need product / materials procurement: Yes | No

Do you have a preferred builder in mind: Yes | No If yes, please provide contact details: _____

Thank you for completing. We will create a quote that is tailored to your specific project needs and send through to you via email.

In the meantime, if you have saved any images from magazines, Pinterest or Houzz that show us the style that you like, please email them through to:

sofie@drafthaus.com.au