

### STAGE 1

- › Select preferred plan from our range or get in touch with your own plans
- › Complete a client enquiry form

### STAGE 2

- › One of our team will be in touch to discuss your project in more detail
- › A detailed assessment of your project is completed by our team, taking into account all required permits and approvals required to successfully complete your project (this includes establishing if any external consultants are required and if a Planning Permit is required)
- › Make any preliminary specification selections
- › A detailed preliminary quote will be prepared tailored to your site and requirements (including any external consultants that may be required)
- › To progress further a \$1200 commitment fee is paid

### STAGE 3

- › Detailed design consultation with our designer, includes selection of claddings, internal linings, and preliminary colour selection
- › Detailed design drawings and specifications are prepared for your approval along with a fixed price for supply and delivery of your kit home
- › A quote for external consultants is provided (if requested – see External Consultant Overview)
- › To progress to Stage 04 a supply contract will be prepared and a 5% deposit is payable. (Please note that if we are arranging external consultants these will be invoiced separately as required).

*Please note that if your project requires a Planning Permit we suggest you apply for it at this stage, as Council approval timeframes can be lengthy. A Planning Permit application may require information provided by external consultants to be successfully completed.*

*Built QA can assist with Planning Permit applications.*

### STAGE 4

- › Following payment of your deposit detailed construction drawings and engineering will be completed specific to your project and site. (you can use this to make a building permit application – Refer to Building Permit Overview for additional details)
- › If we are arranging consultants on your behalf we will engage any required external consultants to complete required documentation essential for approvals.
- › Final drawings and documents will be prepared for signing.

*Please note that your Kit home will also require a building permit. Built QA provide working drawings and engineering certification for the wall frames and roof trusses (and sub-floor if applicable).*

*However additional documentation may be required to finalise Building Permit Approval.*

*Built QA can assist with this process if required*

### STAGE 5

- › Your kit home will be scheduled for production and delivery
- › There will be the following progress payments due during the supply of your kit home

|            |     |   |
|------------|-----|---|
| Progress 1 | 30% | For supply of subfloor (if applicable) & prefabricated wall frames and trusses. |
| Progress 2 | 50% | For supply of doors, windows, roofing and cladding.                             |
| Progress 3 | 15% | For supply of plaster and fix out material.                                     |

*Please note that you will still have to enter into a building contract with a registered builder to complete the installation of your kit home, alternatively you may complete the project as an owner builder, please refer to your State based building authority for further information.*

### PLANNING PERMIT OVERVIEW

Your project may require a Planning Permit prior to construction.

Many factors determine if a planning permit is required, these include the sites zoning, overlays and the proposed use of the building.

A Planning Permit is issued by your local Council and may take several months before approval is given.

We will advise you following your initial enquiry if a planning permit is required.

If your project requires a planning permit Built QA can assist with preparing the required information and submitting your application to Council.

### BUILDING PERMIT OVERVIEW

Generally all building projects will require a Building Permit, whilst there are some exceptions a Modular building will require a building permit.

Building Permits are issued by a Building Surveyor, they are responsible for accessing the permit documents for

compliance and will carry out mandatory inspection during the building process. They will also complete a final inspection and issue a Certificate of Occupancy for your project.

The cost of obtaining a building permit will be outlined in your preliminary detailed quote, which you will receive following your initial enquiry with us. This will include any external consultants required to successfully complete your project.

### **EXTERNAL CONSULTANTS**

The following consultants and services may be required to achieve planning and building approval:

- › Feature Survey – Establishes the levels and features of the site and building area
- › Title re-establishment – confirms the properties legal boundaries – required if constructing close to existing fence lines
- › Soil Test – establishes the size of footings
- › BAL Assessment – determines a sites Bush Fire Attack level and establishes minimum construction specifications.
- › Land Capability Assessment (LCA) – required for new septic systems and may be required to alter or add to an existing septic system
- › Structural Engineering – Structural design to cover any alterations to standard designs
- › Bushfire Management Plan – Required in high risk areas (as determined by State Planning Overlays)
- › Building Surveyor – issues building permit and provides mandatory inspections during construction and issues Certificate of Occupancy
- › Town Planner – prepares, submits Town Planning application with Council

### **AUTHORITY FEES**

The following authority fees may apply to your project:

- › Council Planning application
- › Title search
- › Septic approval / alteration
- › Council property information
- › Legal Point of Discharge
- › State Government Building Levy