

STAGE 1

- › Select preferred size/type from our range
- › Select preferred layout options (if any)
- › Complete 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)
- › 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 \$xxx 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 construction
- › To progress to Stage 04 a \$xx deposit is required (this is deducted from the project upon signing a building contract in Stage 04)

STAGE 4

- › Following payment of your deposit any required external consultants will be engaged to complete required documentation essential for approvals.
- › If required a Planning permit application will be submitted to Council (refer to Planning Permit Process for further details)
- › Detailed construction drawings and engineering will be completed specific to your project and site.
- › Final contract drawings and documents will be prepared for signing and your build is scheduled. A 5% building deposit is required at this point
- › A building permit application is completed on your behalf (this can not be completed without a signed building contract)

STAGE 5

- › You will be provided with a project time schedule including key milestones and payments
- › Construction commence on your modular building
- › Progress claims are made during the construction

- › Prior to delivery your site will be prepared by our building team in anticipation of delivery.
- › Your brand new modular building is delivered and installed, services are either connected by our trade team, or by others arranged by you.
- › Following completion your Modular building will have a final inspection completed by the Building Surveyor to ensure compliance, and you will be issued with a Certificate of Occupancy
- › Now all you have to do is enjoy your newly created space.

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