



Drafting & Design services, terms and conditions:

Thank you for contacting Astute Architectural Drafting and giving us this opportunity to design and draft architectural plans for your home or building project.

Our process for designing plans:

Stage 1: Brief, Concept Design and Draft Revision – Formulation of design brief and undertaking of concept design.

Stage 2: Working design and adding detail Final Revision – Making the concept design workable, client modifications and adding further detail.

Stage 3: Building design documentation & Submission– Preparing the finished design, gathering documentation and management of Development Application (DA) or Complying Development Certification (CDC) submission.

Stage 1: Design brief, Concept Design & Draft Revision

- Site boundary diagram is required before the design process begins. We can arrange for a surveyor to undertake a detailed contour survey, supply contact details of those surveyors or prospective clients can arrange for themselves.
- Section 149 obtained from Local Council.
- Sydney Water diagram. Sydney Water Tap-In. We can access and supply at cost of \$50.
- Face to face initial design consultation.
- Measured drawing of existing house (for extensions & alterations a measured drawing of the existing house is required).
- Draw initial layout plans as requested and where possible, draw an alternative design option.
- Present initial layout plans to client. If there is more than one layout plan option? Choose one.
- Working toward an agreed the final layout plan.
- If desired, the concept design can be used to gain an estimation of the building cost. Refer to Owner builder professional or a building estimator.

Stage 2: Working Design and adding detail (Final Revision):

- Re-evaluate the design and make any changes accordingly, especially if cost becomes an issue. Note: changes to an already agree design, can incur a variation^ fee.
- Draw, draft changes to plan. Agree on them.
- Consider other features to incorporate into the design or particular materials such as Façade styling or within in each space/room e.g. kitchen benches, skylights & windows, feature doors, feature walls, bedroom wardrobes etc. (more details the better).



- Agree on final design of working drawings. e.g. site plan, floor layout plans, elevations, section.
- If desired, the concept design can be used to gain an estimation of the building cost. Ask us and we can provide contact details for a building estimator.

Stage 3: Building design documentation & preparation of plans for submission:

- Prepare plans with additional documentation in preparation for submission to government body or local council.
- Handover of completed and final plans to client.
- Professional services management
- Management of application to governing body (local council or private certifier)
- A BASIX (Building Sustainability Index) certificate is required for all new dwellings and extensions/additions. This certificate ensures that the design meets the Building Sustainability standards. Astute can provide BASIX certification.
- NatHERS STAR rating. For dwelling houses that have more than 300m² in floor area, it is a requirement of BASIX that a separate thermal comfort assessment be completed. Or for those serious about energy efficiency, we can perform an individual STAR rating. Astute can provide NatHERS certification.
- Sydney Water building certificates when required.
- A landscaping plan* is generally required for all new developments. We can provide a concept landscape garden plan. Although if deemed necessary by local council the client may need to engage a landscape architect or designer at their own cost.
- Hydraulic Concept Drawings are often required by local council authorities for the management of stormwater and discharge. We can arrange or supply contact details of engineers that we have worked with previously.
- Engineering drawings are required. Engineers need to design structural members of load bearing structures (drawings to be completed by a structural engineer). We can arrange or supply contact details of engineers that we have worked with previously.

*If required with the design or by a governing body.

Timeframe:

The normal timeframe for producing a working drawing from initial concept drawings through to lodgement/submission of design is approx. 6-12 weeks. The timeframe can vary depending upon a few things, design scope. Section 149 constraints, the consultation process (the number of changes made to the original design), information provided, cost of building the proposed design and availability of other professional service providers.



Astute Architectural Drafting

High quality, cost effective house design.



Design and drafting fees:

Project Based quotations: We will provide a formal fee proposal for architectural plans. The quotation will be based on the client's design brief/requirements. Where a percentage of the fee maybe required at the time of acceptance and or a percentage of quoted prices to be paid for on the completion of Stage 1: Concept Design, or the remainder is to be paid on completion of drawings Stage 2 or the remainder paid on completion of documents and submission to governing body Stage 3. Whichever has been agreed to.

OR

Hourly rate: Plans can be drawn at a flat hourly rate of \$125/hr (xgst) for all related activity including information gathering (site visits), planning preparation, designing and drafting of plans and consultation.

Project based quotations:

What is included in an acceptance of a quoted amount?

- We will provide an initial layout plan based on the clients requirements. In our initial meeting we will establish these requirements. Also, if there is a perceived benefit, our designer can present an alternative floor plan configuration i.e. providing two possible floor plans options to choose from. More floor plan options, can incur an additional variation^ fee.
- After a floor plan design is chosen, only minor changes will be accepted within the quoted price. Major changes to the plan, can incur an additional variation^ fee.
- Façade front or essential elevation (extension to rear) design includes two options with varying styles. More options, can incur an additional variation^ fee.
- After façade/essential elevation is chosen, only minor changes will be accepted within quoted price. Major changes, can incur an additional variation^ fee.
- Completion of Stage 1: Concept design. If after plans have already been completed any major changes to the design, can incur an additional variation^ fee.
- Completion of Stage 2 & 3: If the plans have been finalised and completed for any stage, changes to the design can incur an additional variation^ fee.
- DA council, Comply & Development, BASIX certification fees are not included with in quoted price unless otherwise stated.

NOTE: an example of a change is:

Minor change is: resizing of a room, reposition or resizing of a windows or doors.

Major change is: any change that affects the already agreed on floor plan layout. i.e moving of rooms that affects the floor plan layout, causing a knock on effect that results, in a redesign of the floor plan. (Considered as a variation & incur an additional variation^ fee).



Variations:

^Variations to a design will incur a fee, priced at an hourly rate of \$125/hr (xgst).

Anything not listed in the above Scope of Works is considered out of Scope & therefore can be quoted on separately or can be treated as a variation^

Drawing plans:

Plans you could expect to receive on completion include:

- 1x Proposed Site Plan
- 1x Demolition plan
- 1x Ground floor plan
- 1x First floor (if there is a first floor or additional floor within the agreed design)
- 1x Second floor (if there is a first floor or additional floor within the agreed design)
- 1x Roof plan (only where there is a complicated roof design)*
- 4 x Elevations (depending on proposed site and building design)
- 1x Sectional elevation (for new houses or extensions with varying floor levels)*
- 1x Shadow diagrams (for two story houses or more where plans will be used to obtain DA approval).*
- 1x Site Analysis plan (if required by local council).
- 1x Site management plan (if required by local council).
- 1x External door and window schedule.

*If required by governing body or useful to structural engineers.