



Design Consultation Report

Design Consultation

This Design Consultation Report ('Report') provides independent advice from an Archicentre Australia architect – being a registered architect – on the feasibility of your new home, home renovation, improvement ideas or multi-unit proposal, to enable you to make an informed decision about whether and how to proceed.

The Report is a summary of your discussion with your architect, of likely project requirements and objectives with respect to the existing home and/or site, budget and possible regulatory issues. It is not intended to provide a detailed assessment of the condition of your property, the scope or cost of any necessary associated repair or remedial works, the design potential of your property, or a design solution.

Archicentre Australia offers a number of services that can assist in this regard, including a New Home or Renovation Feasibility Report (which are a natural extension of this service), Property Assessment and Timber Pest Inspections. These services may also be relevant should you decide to sell your property and to buy or develop elsewhere. Please contact Archicentre Australia's offices on 1300 13 45 13 for further details.

CLIENT DETAILS

Name	Fred Sample		Booking No	2533	
Telephone No	1234 456 678		Mobile No	1234 456 678	
Report Date	28 April				
Address of Property	7 Sample Street				
Suburb	Sampletown	State	SA	Postcode	5000

YOUR ARCHITECT

Name	Sydney Sample	Registration No	Sample 123
Address	10 Sydney Road, Samletown QLD		
Email	syd@samplesimple.sample	Phone	(07) Sample



DETAILS OF ADVICE SOUGHT

1. Discuss the opportunities and constraints - extend out or up.
2. Provide preliminary advice on likely statutory issues.
3. Is it worthwhile to carry out a design feasibility?

PROJECT BRIEF

Current Accommodation	The house comprises: - 3 bedrooms, - ensuite and bathroom, - kitchen and adjoining eating/living space, - laundry, - carport, - deck and north facing garden.
Future Requirements	1. Add a further living room that can also perform as a private study. Consider a mezzanine to the living space. 2. Add a shower, toilet and basin off this room. 3. Provide a design that takes advantage of surrounding foreground and distant views. 4. Alter the ensuite to include a bath. 5. Make the best use of passive solar design and active photo voltaic systems.
BUDGET (\$)	Advise on possible cost centres with an eye on \$250K building only budget. Services and external works to be in addition.

EXISTING CONDITION SUMMARY

The building appears to be in fair condition - with opportunities to provide maintenance as a part of proposed works.

RELEVANT BUILDING OR DEVELOPMENT CONTROLS

Planning related matters appear to be benign in respect of this site - so long as building height can be contained under 6.5m. above natural ground.

Building surveying matters will require attention as a part of site planning and internal amenity.

DEVELOPMENT OPTIONS &/OR OPPORTUNITIES

- By using site slope a new ground floor can be established, then enabling a mezzanine to be included in design consideration.
- A feasibility design process can seek out this primary feature along with remaining client aims.
- Materials and architectural features can respond to the site and existing building type - either merging or amending.

Where to from here?

If you have assessed options and have decided to defer any renovation or development plans, our New Home or Renovation Feasibility Report service may be of assistance to you in the future. Each includes a sketch floor plan, section or third dimension image and an opinion of probable cost, which will enable you to:

- see the possibilities;
- compare costs;
- show the proposal to real estate agents, lenders, friends or family;
- make informed decisions about your future.

Benefits of Using an Archicentre Australia Architect

Undertaking any renovation or re-building project can be a complex process and few embarking on such a project appreciate how complicated it can be. Arriving at the right design (strategically and in detail), setting a realistic budget, navigating the planning controls and building regulations and approval processes, selecting materials, selecting the right builder/contractor and managing the building contract are just some of the many tasks that are involved, with each one requiring specialist skills. Combined they can make for a complicated and time-consuming project if you don't have the right person managing it for you.

You may be still trying to determine which "provider" will best suit your needs, and trying to understand the benefits of an Architect, compared with others who offer just drafting services. We would suggest that there is no comparison.

It is worth asking any "provider" that you may be considering engaging about the next steps; whether they are able and available to carry out all of the required tasks for you and confirming that their qualifications and experience support your needs. If they are not able to carry out these tasks or not sufficiently qualified or experienced, you may be left looking after significant and complex areas of work on your own.

Some people choose a builder or design & build package as it may seem an easier route. Please consider these points:

- Unwittingly, your design is likely to be tailored to the type of construction preferred by that one builder. You may not have the advantage of independent advice about different options. Your architect can provide this advice.
- You will not have an opportunity to get competitive quotes from different builders based on the same design & inclusions. How do you know if you are paying a reasonable price? Involving an architect can provide you with this opportunity.
- You may not have the advantage of a person, independent of the builder, checking for the quality that is provided for in the building contract. They can, on your behalf, have the authority to instruct the builder to ensure that the works are to the standard and quality of contracted specifications and that you get what you are paying for.
- You may not have the advantage of a person independent of the builder checking requests for additional payments for variations during the build. Engaging an architect can provide you with this service.
- The design service may be promoted as free but might be included in the total construction price. When you use an architect, their fees and the build costs are separate so you know what you are paying for and can compare quotes for the total construction price.

Even with a simple project such as a verandah or carport, it may appear that design input is limited until statutory matters come to the fore; with a renovation, addition or new home, if you don't make the most of your opportunities you could be living with a mistake for a long time.

Architects

Architects – and in particular Archicentre Australia architects – offer a comprehensive range of services in connection with the design and construction of buildings. They are the most highly qualified professionals in the building industry and independently represent their clients' interests throughout the architectural design, documentation and construction process. In order to practise, an architect is required by law to:

- complete a 5-year course of tertiary study approved by the Architects Accreditation Council of Australia;
- accrue at least 2 years of supervised post-graduate industry experience;
- successfully complete written and oral examinations;
- be registered by the local Architect's Registration Board in every state in which they intend to practice;
- have in place Professional Indemnity insurance cover of min. \$1,000,000;
- undertake mandatory professional development activity (in most states);
- pay an annual registration fee.

Institute of Architects

Many practising architects are members of the Australian Institute of Architects, the peak national body for the architectural profession. The Institute works to improve our built environment by promoting quality, responsible, sustainable design. Institute members have access to an ever-growing range of programs, products and services to develop their design, construction and project administration skills.

Archicentre Australia

Community based architects who are Institute-member architects are authorised by Archicentre Australia, to provide a range of fixed-fee services to the public through Archicentre Australia. These architects have additional skills in the area of home design, preparation of working drawings & specifications, tendering, contract administration, building construction defect detection, diagnosis and repair so they can provide valuable advice to anyone buying, constructing or maintaining a building.

SAMPLE

Who else is involved?

Many people are also unclear of the role of other consultants. Your Architect might refer to other consultants who may be required for your particular project. Here is a snapshot of the services some of these consultants provide. Please note that this is a summary only, not a complete list of the tasks they would or could perform as the level and detail of services will be provided according to the terms of their engagement.

Who they are	What they do
Geotechnical (soil) engineer	Using specialist equipment, take one or more samples of soil from your site for analysis, provide information about its structure and make recommendations about the design of the new substructure of the building, such as the slab or footings.
Structural engineer	Design and document the structural components of your building such as the slab or footings, wall bracing, roof beams etc, based on the architect's design, geotechnical recommendations, and construction documentation. They generally prepare their own set of drawings and computations for the project which are usually mandatory for building permit/approval application.
Building surveyor	Issue the building permit/approval and check the construction documentation for compliance with the National Construction Code. Carry out on-site checks at major milestones during the build, such as completion of the slab and framing. Note that building surveyors do not carry out quality inspections or check for compliance with the scope of the contract throughout the build.
Energy rater	Analyse the project for compliance with required sustainability measures and provide advice regarding ways to achieve compliance, if required.
Quantity Surveyor	Prepare independent cost estimates for the build and provide advice regarding budgetary issues.

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The Scope of the Report

The Report is a summary of discussion with your architect of the property's suitability to meet your project requirements and objectives, with respect to your existing home and/or site, budget and possible regulatory issues. It is not intended to provide a detailed assessment of the condition of your property, the scope or cost of any necessary associated repair or remedial works, the design potential of your property, or a design solution. It is based upon an overview of the apparent condition of the property at the time of the consultation, and on the architect's general professional knowledge of relevant building controls, current building costs and common construction faults.

Terms & Conditions

This Report, which includes any appendices and referenced documents, has been prepared by Archicentre Australia – a trading name of ArchiadvisorySA Pty Ltd – and the named architect and is supplied to you (the named client) on the basis of and subject to these Terms and Conditions and the Scope of this service as described above. Archicentre Australia accepts no responsibility to other persons.

The visual assessment undertaken during the course of the consultation will only include areas of the property that are safe and reasonably accessible. These will be determined by the architect at the time of the visual assessment. Workplace Health and Safety access conditions apply subject to relevant State and Territory regulations.

The Report is a preliminary feasibility study and must not be relied upon to proceed with any proposed construction, sale or purchase of property.

Please note that having provided you with an opportunity to read the Scope of the Service and these Terms and Conditions upon you making a booking for the Service the architect has proceeded to prepare the Report for you and Archicentre Australia has proceeded to supply this Report on the basis that you have accepted the Scope of the Report and these Terms and Conditions and/or are deemed to have done so upon the architect arriving at the property and/or meeting with you.

The Report should be read in conjunction with any other Archicentre Australia Reports issued concurrently for the Property.

These Terms and Conditions:

- (1) Contain the entire agreement and understanding between the parties on everything connected with the subject matter of this Report; and,
- (2) Supersede any prior agreement, understanding, correspondence, documentation or discussion on anything connected with that subject matter.

The Report has been prepared by the registered architect (named within), with reasonable care, subject to the following:

1. After making the booking, the client is deemed to have accepted these Terms and Conditions and the Scope of Report upon the architect arriving on site. Electronic Payment will be deemed to be an electronic signature for provision of the service.
2. This is not a guarantee, warranty or certificate of legal compliance, but is a professional opinion.
3. The Report is based on the condition of the property at the time of the visual assessment made according to the terms noted above.
4. The Report is based, in good faith, on advice, whether in writing or verbal, provided by the Property Owner.
5. The Report is not an assessment of building, services or property defects.
6. The Report assumes that the stated proposed use of the Property will continue. Any proposed change in use of the Property should be verified with the relevant authorities.
7. Any Opinion of Cost is not a quotation but an indicative range based on assumptions included in the Report.
8. Archicentre Australia does not accept responsibility for advice other than that provided in this Report.
9. The Report includes any appendices and referenced documents and must be read with them.
10. If you are dissatisfied with the Report you agree to give Archicentre Australia written notice specifying the matters about which you are dissatisfied and before taking any remedial action or incurring any costs within 28 days of receipt by Archicentre Australia of such written notice allow Archicentre Australia to attempt to resolve the matters with you.
11. Reference to Archicentre Australia in this Report and any other documentation includes its agents and representatives authorised to act on its behalf.
12. To the extent permitted by law, Archicentre Australia's liability is limited to the provision of a new Report or the payment of the cost of a new Report, at the election of Archicentre Australia.
13. These Terms and Conditions are in addition to, and do not replace or remove, any rights conferred by the Competition and Consumer or any other consumer protection legislation. In Victoria refer to statutory complaints procedures [here](#) and Working with an Architect Checklist [here](#).
14. If any provision of these Terms and Conditions is deemed to be or becomes void, voidable or unenforceable, the remaining provisions of these Terms and Conditions continue to have full force and effect.