



Building Process Guide



Call Richard on 02 6171 6104 to discuss any questions you may have.



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INTRODUCTION

Canberra Home Builders Pty Ltd build quality homes in Canberra and surrounding NSW regions. We offer fixed price contract custom homes built to your budget with all the inclusions as selected by our clients. Plans from one of our designs, using your plans from your draftsman/architect or having our draftsman design a home for your lifestyle and budget for your unique block of land. Canberra Home Builders aim is to make the construction of your home as smooth as possible.

“We stay with you from the beginning until the end. As your personal consultant, builder, planner and project manager – our job is to turn your dreams into reality with as little stress and money as possible.”

In this guide Canberra Home Builders has documented the building process to assist our clients. This guide is for information only and details may change or vary depending on individual circumstances.

Meet & Greet Consultation

Canberra Home Builders offer a free onsite visit on your land. We feel that this is the best starting point of the contact with your builder. It enables us to look at the surrounds, discuss with you what you are looking for in design aspects and provide assistance in choosing from one of Canberra Home Builders design collections floor plans or a custom design home.

We assist you in identifying any potential hidden costs that you may not be aware of. The benefits and cost savings of solar orientation, site conditions and placement of your home to achieve maximum energy efficiency with living areas north facing, reducing your long term running costs. We can assist in the design of your home to minimise your building site costs and maximise your savings.

At the onsite consultation Canberra Home Builders discusses the requirements prior to the design stage of:

- Soil Classification Certificate
- Site Contour Survey.

Soil Classification Certificate

New estates in the ACT are supplied with a certificate from the land developer.

For knock down rebuilds Canberra Home Builders can arrange a site soil classification test and certificate, this is carried out during the design phase of your new home so you are aware of the soil conditions on your block of land and this information can then be used when preparing structural engineering drawings.

Site Contour Survey

Canberra Home Builders can arrange to have a site contour plan, this is essential for the draftsman to design your home. The contour plan will establish any cut and fill areas for the footprint of your new home on the block, if retaining walls are required. It is required to establish site cut costs, removal of any fill and it will also identify current structures, assets and trees on KDR blocks. (Knock down rebuild).

Engineering Drawings

Once you are happy with your draft plans then we will engage our engineer to design and specify the required concrete slab, footings and any structural steel that is required for the construction of your new home. We can then cost these elements and include them in our final Quotation and Specification booklet. Without these drawings we are unable to accurately estimate on these components.

HOME DESIGN

Canberra Home Builders Pty Ltd works with you to deliver the home that you want, while incorporating our knowledge and experience so that your design suits your block of land through either

- ❖ Our Home Design Collection of plans,
- ❖ Custom Design
- ❖ Working plans provided by client

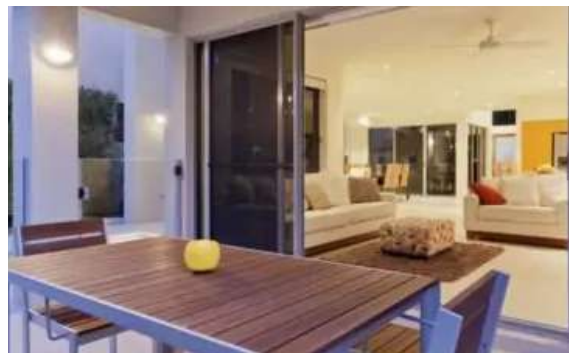
Canberra Home Builders engages highly professional suppliers to assist you with your home selections. Joinery for your kitchen, laundry, bathroom and robes has a 10-year cabinet warranty and manufacturers warranty on doors and bench top. Peace of mind that you have quality craftsmanship. A set of computer enhances designs and 3D perspective for your joinery is completed for your approval before commencement of construction.

Our Home Design Collection

Canberra Home Builders has a selection of plans available. You can choose one that would suit your block of land or we can have adjustments made to suite your requirements.

The advantage to choosing a plan from our selection is that it saves you time in the preparation of sketch plans as the selection of plans are ready in a short time frame and can then be submitted to council. It can assist those that find the concept of trying to design a concept plan overwhelming.

To view these plans visit our site at www.canberrahomebuilders.com.au



Custom Designs

Custom home design is a large part of what we deliver at Canberra Home Builders. Concept plans of a design that suits your lifestyle and budget can be provided by our recommended draftsman. We will arrange a meeting where you can discuss your block of land, look at the orientation and then discuss how best a home can be designed to complete your design requirements and compliment the block. Dedicating the time at this stage is the most important to enable the draftsman to compose the most efficient and cost effective design to complement your lifestyle. Pricing of these drawings will be advised at time of first meeting and is dependent on design.

Working Plans provided by Client

If you have working drawings for your block of land, Canberra Home Builders can provide a quote to build your home. With final working drawings we can provide you with the most accurate cost for construction. When requesting a quote we will advise you on the required documentation to enable Canberra Home Builders to compile an accurate quote.



Draft Concept Drawings

A concept plan is a draft plan of your new home. This plan takes into consideration the particulars of your block of land. On finalising the concept drawings Canberra Home Builders are able to prepare a Quotation and Specification Booklet of construction cost based on the information on the concept plan.

QUOTATION STAGE

Quotation & Specification Booklet (Version 1)

In order for Canberra Home Builders to provide a Quotation and Specification Booklet the following items need to be on the draft concept drawings prior to requesting a quote:

- Site Plan
- Floor plans with dimensions
- Elevation with ceiling heights
- Window sizes and types of windows

In preparing the quote allow 2-4 weeks for Canberra Home Builders to compile the cost of works and to receive information from window, frame and truss manufacturers.

Quotation & Specification Booklet Review Meeting

Upon completion of the Quotation & Specification Booklet a meeting is scheduled to present the quote. At this stage clients have the opportunity to review the quote together with Canberra Home Builders in detail.

At Canberra Home Builders we understand that clients consider all quotes provided to them before proceeding to engage a builder.

At this stage after you have reviewed your quotes and decide to engage Canberra Home Builders as your builder. We will then provide with our letter of engagement and a Preliminary Agreement for signing. This relates to the preparatory costs prior to commencement of a building contract and plan approvals. I.e, site contour survey, plan approval, government building levy' and pre construction deposit etc.

PROCEED TO FINAL QUOTATION STAGE

Clients review the Quotation & Specification Booklet and we ask after a period of 14 days if they wish to engage Canberra Home Builders to proceed to Contract Stage. Upon the client/s acknowledgement to engage Canberra Home Builders to continue to Contract the following is to be completed:

- Preliminary Agreement
 - Client Selections
 - Client Selections for Prime Cost (PC) Inclusions
 - Full custom design Joinery
 - Amendments to the Quotation & Specification Booklet
 - Submission of working plans for approval

Preliminary Agreement

Preparatory costs associated to works prior to the commencement of the building construction and HIA Contract are itemised in a Preliminary Agreement.

Unless otherwise stated in the Quotation and Specification Booklet preliminary costs are outside of the building contract, such as:

- Preparation of concept plans
 - Working plans
 - Engineers plans
 - Site Soil Classification
 - Site Contour Survey Drawing
 - Obtaining council DA approvals
 - Government fees
 - Home Warranty Insurance

Client Selections

Clients will be issued with a list of Selection Centres, which contains the details of the Display Centres where clients choose their selections. We ask you to contact the person listed to arrange for a meeting to choose your selections and PC Items. These selections consist of bricks and roof selection, ceramic tiles for wet areas, floor coverings etc.

We strongly suggest that you make an appointment to meet on a weekday to allow you more time to choose and discuss the items with the appropriate person. These display areas are very busy on weekends and some of our trade representatives are not always available on weekends.

The details of your selections are to be submitted on line using the Client Portal.

Selections for joinery, wardrobes, mirrors, show screens, PC items, bricks, windows, roof covering to be submitted to Canberra Home Builders by the relevant supplier on the client's behalf.

Selections are required within 14 days from receiving the Selection Form. During this period the client's have the opportunity to make changes to version 1 Quotation & Specification Booklet.

Prime Cost – PC Inclusions List (Attachment D)

Confirmation of Prime Cost Items - Attachment D is to be signed by both parties to ensure that the client is aware of these items and is satisfied with the products and consent to the Inclusions List Allowance. All PC items are to be chosen at the Display Centre, Harvey Norman Commercial. PC Items are items such as kitchen oven, cook top, rangehood, laundry taps, sink, bathroom taps, vanity bowls and shower fittings etc.

Custom Design Joinery

A joinery allowance is provided in the Quotation & Specification Booklet version 1. Clients meet with our joinery company, once Canberra Home Builders have been engaged as your chosen builder, to liaise with the joiner to design their custom design kitchen. The draft design drawing of the kitchen is priced on the client's specifications and is part of the final Quotation & Specification Booklet.

Amendments to Quotation

Any changes client's wish to make to the Quotation & Specification Booklet version 1 is to be submitted on a Variation to Quotation Form and emailed to Canberra Home Builders within the 14 days during the selections period or request the change online through our client portal.

Once construction has commenced any changes or variations to the allowance list is to be made in writing, signed and agreed to by both parties.

Submission of Working Plans for Approval

During the quoting period the client is to engage the draftsman to complete final working drawings for government approval. In ACT Canberra Home Builders submits the final working plans to council for DA Exempt Approval with our private certifier. In NSW the owner submits the final working plans to council, we can advise and assist in the submission of plans to council.



FINAL QUOTATION STAGE

Quotation & Specification Booklet (Final Version - pre contract meeting)

After the 14 days choosing your selections and we have received all selections back from our suppliers we will collate all the information into our final version of our Quotation & Specification booklet. All Inclusions need to be selected and completed prior to being able to provide a final quote.

ACT and NSW final contract price is subject to receiving the final DA requirements from the approved plans.

Drainage Plans

A Plumbing Drainage Layout Plan is required for plan approval; Canberra Home Builders provides this with the full working drawings.

Home Warranty Insurance

There are mandatory insurances which builders are required to take out a policy to protect themselves, employees and also the client. Home Owners Warranty Insurance is a requirement by law to be issued for work over \$12000. It must be provided prior to a contract being signed, payment of contract deposit and prior to commencement of any building works. A certificate of Insurance will then be sent to clients showing construction cost value, owner's details and block details. Canberra Home Builders has full Public Liability Insurance and Construction Works Insurance covering fire, theft, damage on all projects we undertake.

Home Owners Warranty Insurance and all other government applications will be submitted upon submission of the plans being approved.

CONTRACTS DRAWN

The Building Contract is drawn up from the Final Quotation & Specification Booklet. To prepare the contract Canberra Home Builders requires the owner to provide essential information to the builder.

Contract obligations by owner

Requirements of the owner upon signing contract documents are to provide the following.

- **Certificate of Title of Land Ownership**
- **Lending Authority Approval of Funds**
- **Rates notice**
- **HIA Contract Deposit**

Certificate of Title of Land Ownership

Prior to contracts being signed the Land Title Deed is required to be provided to Canberra Home Builders. This confirms that you are in fact the owner of the land and are able to grant permission to Canberra Home Builders to build on the block of land. The Certificate of Title can be requested either from NSW Department of Lands or ACT Registrar General's Office at the following websites

ACT Property www.rgo.act.gov.au/home.htm
NSW Property www.lpi.nsw.gov.au

Lending Authority Approval of Funds

Written verification from the lending authority is required under the contract agreement, advising that funds have been approved and secured funds, including owners own available funds, is approved to cover the full contract price and mortgage documents have been signed and accepted by the lending authority. The contractual agreement requires this be provided prior to commencing work. Building works will not commence until receipt of this is provided to Canberra Home Builders.

Contract Deposit

The contract deposit stated in the progress payment schedule of the HIA Building Contract is invoiced to the client when contracts are exchanged. Canberra Home Builders is to receive confirmation that the clients lending authority have approved the contract funds. The client is provided a certificate of Home Warranty Insurance.

Contract Overview

Adjustments to Provisional Sums

May include but is not limited to additional concrete, excavations, sewer and stormwater.

Variations for unforeseen circumstances

May include but is not limited to, rock, fill or underground water on site.

Variations requested by client

If there are variations after contracts are signed both parties must sign a separate written document called a Variation Notice prior to any additional work being carried out.

Delays and Extension of Time

May include but is not limited to bad weather. The builder must notify the owner that the building works will be delayed.

Progress Payments

As set out in HIA contract invoiced by Canberra Home Builders, payment to be made within 7 days after receiving a progress claim.

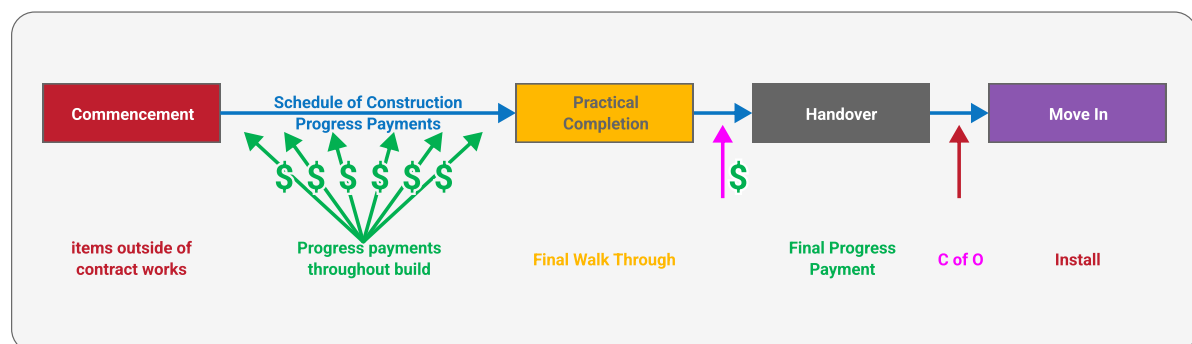
Client to liaise with lending authority prior to the completion of each building stage to avoid delays with the progress payment payable.

Client to liaise with lending authority prior to each building stage if on site inspection is necessary, early arrangement to comply with your lending authority processes will avoid delays.

COMMENCE CONSTRUCTION

Building Schedule

The Building Schedule is a guide to each stage of the building construction. This will assist you to understand each step of the construction.



Clients will have scheduled meetings on site to discuss with our plumber and electrician at the relevant stage.

SCHEDULE OF CONSTRUCTION

Contract Deposit

Receipt of lending approval and contract deposit.

Site Cut

Excavation of site, removal of excess dirt.

Floor Slab Stage

Footings poured. Base brickwork complete. Internal and external drainage completed. Electrical, gas and plumbing rough in below the floor complete. Bearers and joist sub floor or concrete slab poured.

Roof Frame Stage

Wall frames and roof trusses completed and braced. Fascia and gutter installed. Windows installed.

Close Up Stage

Roof covering on, external walls completed, electrical, gas and plumbing rough in completed.



SCHEDULE OF CONSTRUCTION CONT.

Pre-sheet Electrical Meeting Stage

A scheduled meeting at Pre-Sheet is arranged onsite to discuss with you the layout of your electrical fittings, location of light switches to establish a electrical layout. This walk through gives you a good idea on where you would like to place switches, lights and external fittings in your new home. Once this is complete, we will advise you if you have gone under or over your allowances that is set out in your building contract and a credit or debit will be applied and invoiced to you for payment.

Pre-sheet Electrical Meeting Stage

A scheduled meeting at Pre-Sheet is arranged onsite to discuss with you the layout of your plumbing fittings, height of shower roses and position of mixers and taps.

Fix Out Stage

Internal architraves, skirtings, doors, kitchen and other joinery installed, basins and sinks installed. Plasterboard finished, sanded and cornices fixed. Downpipes fitted and penetration (floor waste).

Painting Stage

Interior and exterior painting completed. Ceramic tiling installed to wet areas. PC (plumbing & electrical fitting).

Final Stage Practical Completion

Practical Completion/Walk Through

All interior door furniture, bathroom accessories installed. Electrical, plumbing and gas fit off installed. House cleaned internally and externally. Site cleaned and all excess items removed from site.

Client walk through completed home prior to hand over to carry out an inspection of all the fittings and to identify any defects. A defect notification form will be completed when inspecting individual rooms, any defects will be noted for rectification.

Submission of C of O Application

Upon practical completion we receive the required signed forms from you (forms issued to you at the time) and then we submit an application for the Certificate of Occupancy (C of O). As a guide it can take 2-3 weeks for the government department to issue the C of O.

Insurances cover by Owner

Upon Canberra Home Builders receiving the C of O the client is to arrange the relevant insurances (building/contents) as Canberra Home Builders insurance cover will cease upon the C of O being issued.

FINAL STAGE PRACTICAL COMPLETION **CONT.**

Handover

Upon receipt of the final payment, we will meet with you to give you your keys and Handover Pack. Your Handover Pack will include items such as the copy of the C of O, garage remotes, instruction manuals, product details and warranties provided from the manufacturers during the construction and a list of service agents.

Items to install outside of the contract

Once you have received handover of your new home you can then proceed to complete any fixtures and fittings you are having installed outside of the contracted works such as window treatments and floor coverings if you have chosen not to have them installed by Canberra Home Builders.

Installation of these items is not possible until the home has been officially handed over as they are not covered in our contract, Work Health and Safety responsibilities and contract works insurance.

DEFECTS LIABILITY PERIOD (DLP)

When you have settled into your new home, we ask that you contact us about any defects that you may come across at the **completion** of the 65 days as per the DLP in the contract (65 days is effective from the date we notify you of Practical Completion).

The owner is required to provide access for the builder to carry out its obligations to rectify any defects during normal working hours Monday to Friday.



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**A local Canberra builder for
over 15 years.**

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