

Allwood Manning Ltd Design and Build Process

At Allwood Manning Limited we like to keep it as trouble-free as possible for our customers - good communication is critical.

Step 1: Initial Concept & Budget Estimate

Step 2: Design Development

Step 3: Building Contract Price

Step 4: Contract Document Preparation

Step 5: Contract Document Signing

Step 6: Lodgement of Consents

Step 7: Construction

Step 1 - Initial Concept & Budget Estimate

During this step, we gather the information required to allow concept design and probable costs to be assessed. Every effort is made to keep work at this stage to a minimum. In some cases the initial concept is designed by Allwood Manning, in others we contract an architect or designer. This decision depends on the style and value of the house as well as your personal preference.

A comment on building rate budgets:

Everyone you talk to will give you different building rates. We build to a standard - Allwood Manning's Standard. If you have visited one of our show homes you will understand what we mean. Our standard of workmanship and high level of finishing generally means that most of the homes we design and build are in the region of \$2,500 - \$3,000 per square metre of floor area. Site development costs (drives, paths, fencing, landscaping etc) are additional to this.

We require the following information from you:

- Site plan – including contours, drainage layout, and any other information that might be relevant. (If you don't have a site, we can help source one for you)
- Design Brief – we provide a standard form for you to complete
- Any relevant photographs or magazine cuttings which will give the designer an idea of your preferred house style

We will provide you with:

- Sketch plan and simple elevations
- Initial budget estimate

Timing:

- Allow 4-6 weeks from the time Allwood Manning Limited receives your information

Cost:

- You sign a "Consultancy Agreement" engaging Allwood Manning Limited to undertake the work. Fees are charged on an hourly basis. If this initial work leads to a building contract then the consulting fees are waived.

Upon presentation of sketch plans and budget estimate we expect that you might want to modify the design. However, we do not undertake any further work on design until parties agree to move to step 2.

Step 2 - Design Development

Development of detailed designs, costing and specifications is an expensive exercise. We cannot undertake this work without some commitment on your part. You should already be comfortable with the original sketch designs and our cost estimate before progressing to this stage.

We require from you:

- A continuation of the Consultancy Agreement – we may require payment of the costs to date at this stage
- Detailed feedback on sketch design (including changes/alterations you require)
- Description of what you require in your kitchen and bathrooms
- Decisions on interior and exterior finishing materials

We will produce:

- Finalised sketch design for approval
- Architectural drawings
- Detailed kitchen and bathroom design
- General construction specification

Timing:

- Finalise sketch design for approval – 1 week
- Approval of sketch design – 1 week
- Architectural drawings prepared – 5-7 weeks

While architectural drawings are being prepared we begin to move into the third stage of the process.

Step 3 - Building Contract Price

When architectural drawings are completed we are able to begin accurate costing of your home. Of course, the final cost is dependent upon many variables, so we require your input to complete this exercise.

We require from you:

- Decisions on fittings such as tapware, basins and baths
- Decisions on electrical layout – positions of power points, telephone jack points, power sockets and lighting
- Instruction on any special features you want
- Some decisions on colour are required now, as these could affect costs of roof, windows and flooring etc.

We will produce:

- Building contract price
- Detailed finishing schedule (specifying type, model, etc)
- Kitchen, bathroom and landscaping designs

Timing:

- Produce building contract price – 4 weeks after approval of architectural drawings

Please remember this timing is dependent on how quickly decisions on building inclusions are made.

Step 4 - Contract Document Preparation

Now that design and price have been finalised we can prepare the contract documents (based on the standard Master Builders Residential Building Agreement format).

We require from you:

- Confirmation of your names and titles
- Confirmation of name(s) to be used as clients on contracts
- Details of your solicitor
- Personal guarantees from Trustees/Directors if applicable
- Details regarding any borrowings that you might require to complete payment of the contract price

We will produce:

- Two copies of Residential Building Agreement
- Two copies of Architectural drawings for inclusion with Agreement
- Two copies of General specification for inclusion with Agreement
- Two copies of Finishing schedule for inclusion with Agreement
- Two copies of any other relevant information that should be included in the contract documents

Timing:

- Prepare contract documents – allow 1 week

Step 5 - Contract Document Signing

Your contract documents are now ready for signing. You will of course require time to consult with your solicitor.

We require from you:

- Signatures on appropriate page of Residential Building Agreement
- Initials on all pages of documents – including drawings, specifications, finishing schedules and any other included documents
- Payment of balance of 'contract deposit' - usually 15% of contract price less the amount of the design and document deposit

We will produce:

- Signatures on appropriate page of Residential Building Agreement
- Initials on all pages of other documents

Timing:

- Sign contract documents – allow 1 week

Step 6 - Lodgement of Consents

Immediately after the contract documents have been signed, relevant consents are applied for.

We require from you:

- Signatures on the appropriate page of the Building Consent Application form, and any other relevant forms the Territorial Authority might require
- Approval in writing to allow us to take possession of the site for purposes of constructing dwellings (as detailed in the contract documents)

We will:

- Lodge all relevant consents with Territorial Authority
- Apply for Master Build Services 5 Year Guarantee
- Begin placing orders for contractors, suppliers and materials
- Provide you with a detailed construction programme so you can monitor progress
- Towards the end of the consent period, we will begin to set out the job on site

Timing:

- Issue of Building Consent – allow 3-4 weeks (this timing is very much dependent upon the workload of the Territorial Authority)

Step 7 - Construction

We will begin work on your site as soon after the issue of Building Consent as is practicable. This is generally 2-3 weeks after issue of consent.

We require from you:

- Staged payment as detailed in Building Contract Agreement
- Finalisation of colours

We will:

- Proceed with construction process as set out in our construction programme
- Ensure colour specification is complete

Timing:

- Job dependent however most of our homes are built in 6-15 months depending on size, site conditions etc.