



Client Steps Guideline

1. Prepare a brief

To improve efficiency and to keep a paper trail of all things relating to the project, a written statement about the desired features is required. This may include a budget, floor area, number/size and description of rooms, and desired finishes, i.e., exterior claddings, roofing, floor coverings etc. This should be prepared before the initial site meeting for maximum efficiency.

2. Meet and greet

Julie will visit the site to discuss your requirements, take photos, discuss your needs, and make some suggestions about your wants and needs.

3. Contract & Fees Proposal

Upon returning to the office with your brief, we will download the available public information relating to your property, review your requirements and prepare an outline of the information so far. We will then prepare a contract/fee proposal to complete the design and architectural documentation required, as well as advise on other professional services you may require.

4. Feasibility study

This aspect of the process is not always required however, if it is, we will prepare a feasibility study before we start on any drawings. This study will cover physical properties like gradient, public drains, town planning restrictions. As a result of this study, it may be necessary to engage other consultants/professionals like Surveyors, Geotechnical Engineers, Arborists or CCTV drain investigations, before we proceed with any design work. Payment will be required in advance for this service, as well as payment to be made directly to any external service provider.

5. Preliminary design

This is Stage 1 of the contract and is referred to on our fee proposal as the Concept Design stage. We will re-visit the site to measure the existing structures to then create a computer model of all the existing buildings and topographical features. We will create a proposed design to match your brief and budget. Payment is required in advance for this first design proposal. More time may be required to reach the right design, we will keep you updated of the time available and if more time may be required.

6. Refinements to the design

This stage on our fee proposal is referred to as Stage 2 – Developed Design. We organise our next meeting, to go over the design and refine it to the point where it is almost complete. We recommend this meeting takes place at our office in Henderson, so we can make any changes to the computer model “live” so the ramifications of any changes can be seen immediately. We find this is the most effective way to reach a consensus on the final design.

7. Design Sign off.

Once the design has been finalised, we ask you to sign off on it so we can then proceed with preparing the architectural drawings and documentation required to submit your building consent to council.

Please note that in terms of our contract, any changes from this point on can be charged at our hourly rate so we urge you to be efficient in your instructions to us.

8. Resource consents

During the design stage, it may become evident that a Resource Consent is required for your development. If so, an independent planner will be contacted and asked to quote his/her fees. We will work in conjunction with the independent planner and provide them with the necessary drawings. A Resource Consent can be submitted concurrently with a Building Consent, however it is preferable to have an approved Resource Consent prior to the commencement of the Building Consent drawings in case there are any changes to be made based on an approved Resource Consent.

This is Stage 2 in our fee proposal.

9. Preparation of Building Consent documentation

Stage 3 – Building Consent Drawings and Documentation. We will now prepare all the necessary architectural drawings and documentation that are necessary for digital submission to council. We will work with structural engineers and any other necessary professional services to collate their information at this stage. A lot of this work is very technical. You will be required to sign an authorisation letter to enable us to act on your behalf, as the application is being processed through council.

10. Final check

Once we have completed the drawings for council, we will send you a final PDF of the plans prior to submitting them online via the Auckland Council portal. We strongly recommend that you go through these plans thoroughly to check that all materials and notes are as you expect.

11. Lodgement at council

This is almost the completion of Stage 3. Once we have lodged your building consent with council, you will be required pay a deposit directly to them. We will provide you will log in details for you to obtain an invoice for online payment to be made.

12. Requests for further information

As the plans are processed through the various council departments, they will likely request further information (RFI's). We always endeavour to provide them with all information on lodgement however, each project has its own unique properties and every processing officer in council have their own standards so it is not possible to anticipate everything they may require.

It is for this reason, a small portion of our Stage 3 time is allocated to this step. If the time we spend on RFI's is significantly more than what we have allocated, some of this time may become billable in terms of our contract however, we will keep you informed as to all communications with council as events unfold.

13. Building Consent Approval

Once the building consent has been approved by Council, a final payment is required directly to them before they will release the stamped documentation to us. Once this has been processed, we download all approved drawings and documentation, to collate a BC Folder for you.

It is also at this time that we will send you an invoice for the remaining balance of Stage 3 fees. Once this payment has been received, your BC folder mentioned above, can be collected at any time convenient to you.

If your project required a resource consent, please note these are processed separately by council. It is possible for a building consent to be issued but be unable to proceed due to the resource consent not being approved and issued. If this occurs, please rest assured that we will continue to assist in any way we can.