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Client Welcome Pack Allan Nicholls B. Arts (Architecture) UTS Adv. Dip. Arch. Tech. Assoc. Dip. Arch. Draft.

Design of Quality Housing Servicing Sydney's East Since 1998

Your Guides From Concept to Completion

New development / Alterations & Additions / Residential Units New balconies, Alterations & Maintenance / Interior Design kitchen & Bathroom / Custom Joinery



This welcome pack describes our scope of architectural services and working procedures with some fundamentals for successful building procurement.

WHAT WE DO We have a design philosophy which meets all your family needs and reflects your personality, lifestyle and budget. Whether your new home is an alteration and addition to existing, complete new build or investment, your home has the potential to be your greatest asset and to take full advantage of this opportunity, we also endeavor to integrate some market expectations of contemporary lifestyle. For full services definitions please refer to page 13.

OUR CLIENT CARE FROM CONCEPT TO COMPLETION We manage the entire process and will guide you through the entire design, approval, tendering and build process from concept to completion, prompting you at the appropriate time where your input is necessary, so you don't need to worry. We will introduce you to capable consultants and builders with credentials and reputations for quality building on time and budget. We proactively predict and implement procedures to overcome planning, design, & building problems.

OUR THINKING Our asset is our reputation and clients who refer us. Business is often generated by your personal referrals so your complete satisfaction is very important to us. We seek integrity in all our business relationships and with every client and contractor.

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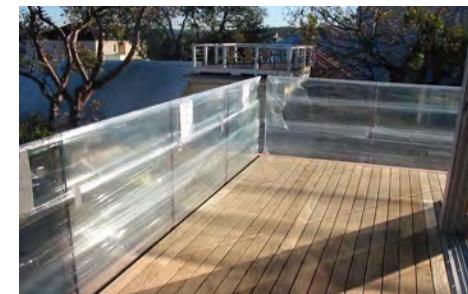
This Vaucluse renovation was inspired by the need for a fresh new look and due to dysfunctional spatial connections between internal areas and outside. The original building was constructed over a steep slope site to the rear causing split levels between various zones. The functional layout was further compromised by the position of a swimming pool on a separate level crammed by a rear / side addition. These apparent incremental additions compromised the functional layout of the dwelling and yard spaces severely.

This condition is a typical design scenario confronting designers attempting many Sydney based home designs.

Principal Design Features : Reconfiguration of exterior and interior inter functional connections through a renovation that improves the interior connection with terraced yard areas. Reconfiguration of elements to produce unified and rational procession of interior and exterior functions moving through the home and down the site, while improving each individual area. Adaption and re use of existing building fabric where consistent with the design brief. Integration of internal spaces with available views by creation of vistas and wide span glazing oriented to views. Broad awnings assist use of passive solar design principals by controls direct sun entering the dwelling interior with provision of effective cross flow ventilation & energy efficient glass. Use of complimentary materials soften the look of the building fabric.



Balconies have large expanse of glass balustrades for uninterrupted distant water views. Deep awnings provide shadow over glass in summer months, protection of openings during inclement weather.



Large cantilevered awnings are included to cast shadows on glazing by G James Glass & Aluminum. Sun angels were calculated to allow direct sun to enter the rear room from the north when winter the midday sun is low. Variable span openings are employed for effective cross flow ventilation.

The existing 1st floor concrete balconies remained and were re modeled with new glass balustrades and timber decking boards added over a new waterproof membrane.

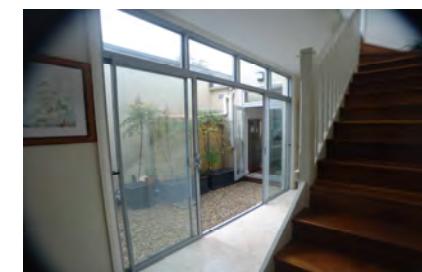
What Some of Our Clients Have to Say

"I just love living in this house & showing it off to my friends. Allan created a lofty open plan space. The interplay of light is sensational & I enjoy interacting with the genius & variety of different spaces. Despite the extensive use of standard glass, my home is warm in winter & cool in summer. Allan's ideas were visionary & exemplary. I do have a house which is an essay in light & my friends all agree" .. **Angela Gregory**

"From the aspect of the introduction of light, to the placing of windows and general attention to detail, I was delighted with Alan's plans and advice. During the building process he was readily available for questions and help, and I am delighted with the finished result and happy to highly recommend his work" .. **Annie Stocker**

"Thanks Allan for your support and continual assistance in turning a concept to a reality. Before we met Allan, we had spoken to architects and draftsmen. They did not want to listen to our ideas, they wanted to build a house that suited their portfolio with no regard to our ideas or budget." .. **Jim Sklavos**

Allan took over management of a garage and balcony renovation job on our Bondi block of apartments after owners became disillusioned with previous architects. The work went well and it was very useful for the owners corporation to have a profession adviser on board in its dealings with the builder. The job went close to budget and Allan assisted with all aspects of the build. We were very satisfied with the outcome. _ **Lawrence Flanchbaum**



My Past Experience

I commenced my Career as a structural drafting cadet with the leading Sydney engineers Miller Milson & Ferris working on the High Court of Australia & the National Art Gallery in Canberra. I turned to architecture and spent over 20 years learning from many of leading Sydney architects and the NSW government in hospitality, heritage, industrial, commercial office fitouts and project management. I assisted in prestigious projects such as the re design of darling harbor, New Wests Leagues Club, Paddys Market City redevelopment and the historic Sydney Radisson Plaza Hotel conversion.

Our Design Practice

More recently I have specialised in residential practice as director, designing over 200 projects, matching client requirements with budget, planning instruments, building codes, market standards and negotiating with councils and builders.

We have a design philosophy which seeks to meet all your family needs and gives you a home which reflects your personality, lifestyle and budget.

Your home has the potential to be your greatest investment and to take full advantage of this opportunity we also endeavor to integrate some local market design features of contemporary lifestyle.

We will introduce you to capable builders with credentials and reputations for building on time and on budget.



Radisson Plaza Hotel is an extensive refurbishment of a historical building originally constructed for the Sydney Morning Herald Printing factory. The 800 ton rotunda was raised and several levels added underneath with extensive renovations throughout.



**Market City Redevelopment
Haymarket**



**Wests Leagues club -
Ashfield**

These new homes are situated high on a headland overlooking the sea and constructed as holiday retreats.

The homes are identical and mirror reversed with a variation in functional arrangement to match differing rental requirements. The house on the right is lower due to a fall in ground level.

The site is close to a national park bushland and is constructed with material choice limited for combustibility in compliance with codes.



A coastal theme was chosen due to close proximity to the sea. Thermal discomfort is minimized by use of high thermal mass materials of concrete floor slabs and lower walls constructed of masonry.

This balances heat loss through glazing when the external air temperature drops to less than inside. Thermal efficient glazing is used to reduce external heat loads on glass.

Light weight construction is used on upper levels without compromising thermal comfort.

Principal Design Features : Wide open span communal spaces with broad span functional connections between inside and out. Use of passive thermal solar design principals with solar gain to deep within the floor plates in winter. Effective cross flow ventilation cools internal spaces in summer. Windows are thermally efficient and orientated towards views. High clearstory windows with deep roof overhangs attract solar gain in winter and exclude sun in summer. Light shelf reflects light onto sloped ceilings and graduates light towards the inside center.



The building envelopes are articulated to allow windows to be oriented towards ocean views and solar ingress. Silicon butt jointed glass is employed to widen distant views from within otherwise restricted by corner



Stairs are positioned in the centre of the floor plates to assist in ease of occupant circulation between levels. Frameless glass balustrades promotes uncluttered internal spaces.



Quality finishes and fittings are used throughout with a high level of attention to detail.



Views are maintained on 2nd level bedrooms with wide span window openings facing the sea.



Avoiding Renovation Mistakes

Avoid incremental additions as these can add additional expense in site costs and compromise the final design if not thoroughly integrated at the beginning.

Set a realistic budget of the project including all expenses such as consultants and statutory costs and possible latent defects before you sign a contract.

Set a reasonable program for the works including obtaining all planning and building consents.

Assess the implications of the design idea against applicable planning regulations and possibilities of minimizing neighbours objections.

Take careful survey of required maintenance to existing building fabric and services. Rectification of these could be incorporated into the project.

Avoid separating contracts with different tradesman unless you are experienced at this, as this may require considerable effort in co coordinating the trades and frustration when rectifying defects.

Have a design professional (independent expert) manage the procedure from concept to completion.

Choosing An Architect or Design & Drafting Service

The practice of residential design and building procurement is technically challenging as requires high levels of knowledge in planning instruments, building codes, statute law which governs them, functional and aesthetic design principles, build standards and construction knowledge, knowledge of building contracts and how to administrate them, sustainable building design and project costing and planning.

Academics in the field say "*your not a good architect until you reach at least 50 years of age.*" It sometimes requires great tenacity when dealing with governing authorities & contractors in successful delivery of good outcomes for their clients.

My selection of 5 things to look for when engaging an architectural service are :-

Does this person express knowledge in the above areas. ?

Does this person demonstrate ability to design and manage your project by introducing you to past clients and visiting their completed homes. ?

Is this person listening to your brief and aligning you wishes with your program and budget. ?

Has this person issued you with a written summary of the procurement process from concept to completion?

Does this person express a professional & ethical standard and carry professional indemnity & workers compensation insurance's policies. ?

Our Many Clients & Their Guests Enjoy Design Features Including:-

A thorough site analysis to inform the best design for climatic factors, position, orientation, urban context and setting.

A design which reflects existing building style or interpretive contemporary design.

Well considered designs for ease of passage through the council assessment process by compliance with local planning controls or well argued assessment on merit.

Sequencing and modulation of internal and external spaces, and forming vistas and capturing views which promotes a sense place form and order.

Appropriate transparency of building fabric and use of materials and color which promotes a feeling of space and light, with appropriate storage.

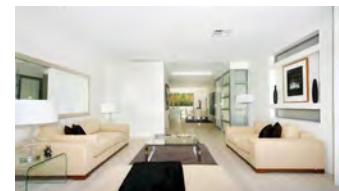
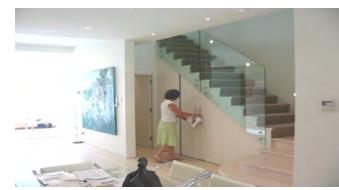
Integration of inner areas with the landscape with use of broad span functional and visual connections between inside and out.

Use of passive thermal design principals by thermal mass, exploitation of building orientation for solar gain, and cross flow ventilation, while maintaining a high level of intimacy and privacy from neighbours.

Isolation of private areas from communal space with visual and acoustic privacy.

Matching your needs with market expectations and achievable design under local and state planning legislation.

Individual styling and central feature which signifies your idea of the meaning of home.



This design was conceived by economics of property values where the developer instructed the existing four units be converted to two dwellings. This posed a difficult problem as the dwelling widths would be at a minimum for internal functionality. A development application was prepared where the floors, interior and centre asymmetrical dividing wall was completely demolished. An additional level was added where Council requirements dictated it be designed in the form of a roof loft. External walls were to remain only during construction.

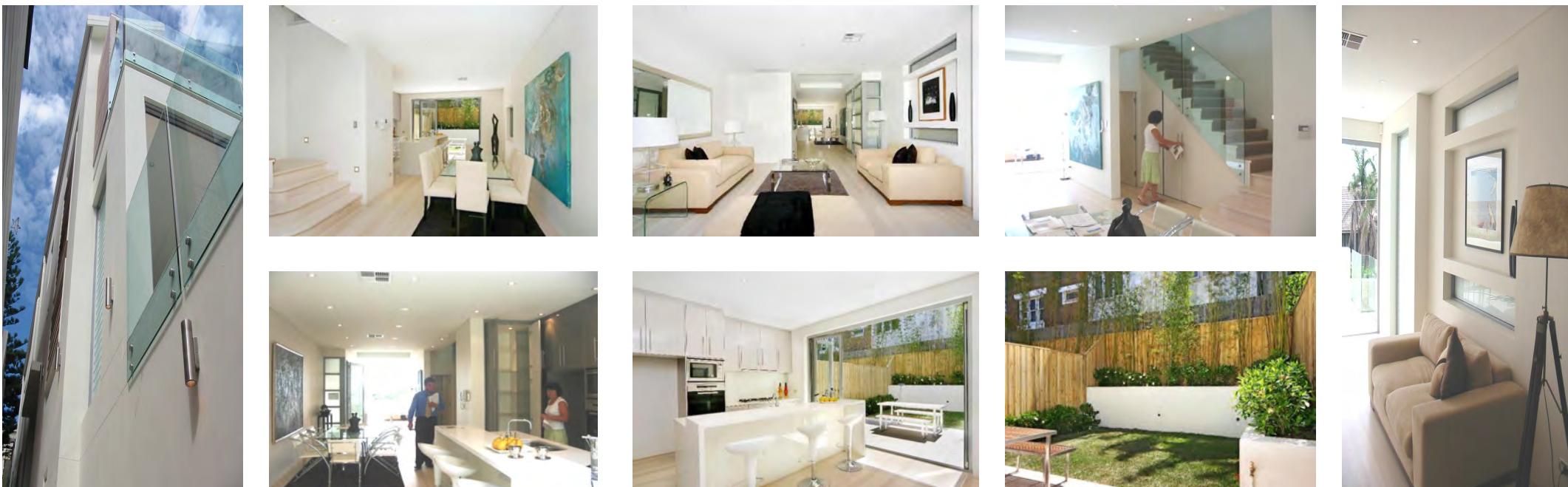
Light surface colours, clear balustrades and side windows assist in creating illusion of space within an otherwise narrow dwellings.

Windows were added to the exterior side walls to avoid a glare tunnel effect with bright light source at each end.

Principal Design Features : Configuration of interior layout to maximize functionality of both new dwellings. Creation of new external spaces on each level with broad span functional connection between inside and out . Capturing of distant views by careful placement of windows. Reduction of glare tunnel effect by strategically placing of windows & entries on side walls. Use of natural materials to articulate wall plane.



Front garages were demolished and rebuilt and dual entries provided. Due to the site prominent position near the sea, a coastal theme was chosen for the exterior makeover. Decks were added with frameless glass balustrades at each level. Open plan was chosen for the ground floor area allowing view from the front to rear of each dwelling.



General Information

Our aim is to make each visit a joyful experience that stimulates great and carefully considered design concepts.

I want you to be excited about building our project with a special emphasis on client satisfaction.

The design process often involves several schematic designs which evoke different possibilities each time which you may not have thought of. Usually our clients are very satisfied with the 3rd design concepts before we define the detail.

We're excited to be designing your project with a special emphasis on making you happy.

Our Client Courtesy System

Sole Agency agreement We offer a full design and management service where we pilot everything from concept to completion and beyond.

Our agreement is an exclusive agency agreement where all other consultants, sub contractors and the builder employed on your project are under our direction.

Suppliers We will introduce you to kitchen manufacturers in house designers and together work with them to integrate cabinetry onto our design. We assist with interior colour and finishes selection and source tiling and lighting suppliers to suit your interior design theme.

All communication between ourselves, the builder, council and consultants will be posted onto *Google Drive* Internet service where all transmissions and attachments are saved in one place for common reference and electronic record.

We strive for a high level of client communication and satisfaction.

Communicating with builders When we engage a builder under contract to you, the contract states the builder takes directions in writing format under the terms of the contract. Our experience teaches, when under construction we ask clients to refrain from giving instructions or approval directly to contractors. Please direct them to us so the contract may be administrated an orderly way.

Making the Most of Your Time

Time is very important to busy professionals so we communicate effectively by succinct emails which are direct and to the point. Each design concept will be emailed to you in PDF form before we meet so you have time to consider each concept.

An example of our usual design, approval and build process with services summary, can be found at the rear of this welcome pack.

We will guide you through the entire design and build process, prompting you at the appropriate time so you don't need to worry.

How We Make Your Home Design and Building a Pleasant Experience.

Conceptual Design Our design meetings with you may be supplemented with chocolate or your favorite confectionary (gluten free if desirable) complimentary to us.

When you become excited about a design concept we consider if the design meets the numerical requirements of the *state Exempt & Complying Development Code*. This bypasses the need to gain council development consent. This allows us to build usually within a week after lodging plans. This has made past clients very happy.

Design development If a development application is required to be lodged with Council we will explain to you how the design complies with councils development controls or state planning instruments.

A compliance table is bound into a statement of environmental effects for inclusion with a development application for easy assessment. It sometimes is possible to depart from some planning controls when argued well in the statement and when neighbours don't lodge objections.

Planning Assessment We lodge plans with council with myself as the applicant so assessing officers contact me directly for planning negotiations.

Tendering When your plans are approved by council or private certifier we prepare tender documents for issue to builders for quotations. Following this we review and negotiate their quotes. We will then prepare a contract with your preferred builder.

Contract Administration During the building stage we conduct meetings between owner and the builder commencing with very good coffee for everybody complimentary to us followed by a short discussion before getting down to business.

We take minutes of decisions reached at meetings so directions to the builder are recorded. We refer the builder's program and next trades on the critical path of construction to assist in avoiding errors which may cause delays.

We will take minutes of the meeting with action bullet points for each trade to follow forming part of the builder's obligations under the building contract.

Payments to Builders When a builder requires payment after my assessment of the details of the claim I issue the owner and the builder a progress certificate which tables each payment, retention sums and GST, so you have a complete rolling summary and record of each claim in accordance with the building contract.

(Retentions are monetary amounts deducted from your payment to the builder which is released to the builder at completion.) *

**Before**

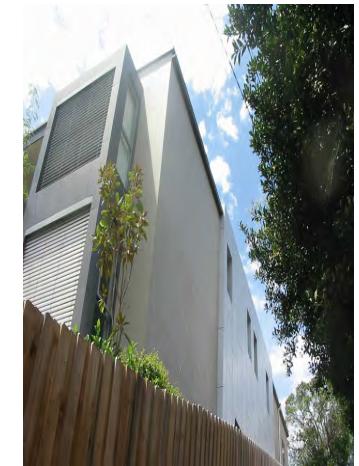
External decks were waterproofed and tiled. Metal screens and awnings are added to shield heat gains from the western summer sun. A split zoned ducted air conditioning system was added.

A new internal lift was added to cater for the extreme elevation of the upper level from the street. The new garage roof was extended over the foyer entry as a covered walkway from the street frontage to the lower ground front doors.

This design successfully resolves major function and aesthetic problems of the previous configuration. The ground floor living was connected to an inadequate exterior space as the building rear was buried in the rear yard due to the extreme slope of the site. The major exterior recreation space connected to the 1st floor interior via a bridge. These awkward juxtaposition posed a fundamental problem as it is contrary to the demands of contemporary living where internal communal spaces usually connect to exterior yard areas.



Large Contemporary Makeover



Exterior Modeling Composite aluminum cladding was added to the side as a cascading roof form. This also provides an effective way to conceal services.



Problems Associated with Home Building Procurement

Major problems occur in the home building industry where home owners fail to take the necessary steps in good procurement practice. Many home owners make fundamental mistakes in controlling risk and quality, in forming and managing building contracts including the following :-

Project Planning Not planning the project thoroughly commencing with a realistic budget, good design practice. Not understanding planning requirements, building methodology and not scheduling the project from concept to completion.

Not determining a contingency sum for potential costs which cannot be quantified before the building contract is formed.

Documentation Using development application drawings for obtaining builders quotes. These drawing are for council planning assessment purposes only and exclude necessary detail for costing and construction and compliance matters.

Many building disputes arise due to insufficient detail and poorly defined contracts. Complaints against home builders for shoddy or incomplete work rose 43% over 5 months in 2013

Builders & Contracts Not seeking competitive quotes from at least three builders and using insufficient documentation.

Using a cost plus agreement where commercial risk is transferred from the builder to the owner, rather than a fixed price building contract.

Not ensuring the builder follows the approved plans exactly and constructs in accordance with building codes and standards or finding some of the work is illegal which can attracts complications with authorities or penalties.

Not monitoring the building progress against the building program in accordance with the contract and not keep records of inclement weather or other delays not caused by the builder.

Not choosing prime cost items early and placing on order well before installation date and no monetary allowances for fitting of these within the contract. *

Overpaying builder's progress claims. This may prompt a builder to delay completion of the work and find new profit elsewhere before yours is complete.

Setting a contract precedent by giving verbal instructions to tradesmen. These may be misunderstood or cause an unwanted additional cost, or have implications to the program or final design, not explained to you at the time .

Not withholding retentions sums for release at completion so there are no funds remaining in the contract for correcting defects.

Some of Our Proactive Procedures

At the beginning we make assessment of the existing building structure for existing defects which may be considered for incorporation within the new work.

We use proven contractual methods and procedures which minimize risk.

Code compliances We carry out extensive council code compliance audits at the design stage to avoid non compliance issues and produce sound planning arguments to assist Council with the assessment.

We consider the construction process throughout the design process so construction issues are resolved before plans are lodged with council.

Documentation We produce a thorough and professional full set of detailed drawings and specifications, fully coordinated with consultants' drawings describing necessary detail to remove ambiguity in the building contract.

We also have access to a wide range of reliable tradesman and professional consultants.

We seek manufacturers prices for elements such as windows, doors, facade and structural members separately before assessing tenders.

Site Inspections We inspect the builder's work regularly and monitor the work against the construction program. We proactively predict building issues before they occur and assist the builder to avoid delays.

We review and assess all builders progress claims and issue certificates of how much to pay & retain. During site inspection we monitor the work against approved plans and all statutory compliances and take detailed progress photos.

If you have a desire to vary the design during construction, we issue written requests for variation prices from the builder. Following our assessment we request your approval before the builder is permitted to proceed.

As your project reaches completion we carry out extensive inspection and issue building defects lists to the builder for rectification before final payment to the builder is due.

Occupancy Certificate We work closely with our principal building certifier and collate all documents to enable an occupancy certificate to be issued to you promptly. We sometimes stage consents where necessary to optimize the program.

We will organise all inspections and paperwork. All contract and compliance documents will be issued to you at completion including progress images in a bound folder and copied to compact disc.

* Please refer to definitions at the end of this document.



This project appearing in Domain Sydney Morning Herald featured alterations to this North Bondi Apartment Block. The works included new external balconies & garages with lobby fitout.



Allan took over management of a garage and balcony renovation job on our Bondi block of apartments after owners became disillusioned with previous architects. The work went well and it was very useful for the owners corporation to have a profession adviser on board in its dealings with the builder. The job went close to budget and Allan assisted with all aspects of the build. We were very satisfied with the outcome. - Lawrence Flancbaum

A Bargain I Would like to Make With You

Us

When designing we must listen to you very carefully and attempt integrate all your desires into our design.

We will coordinate and integrate all consultants.

We work carefully to keep the design to within your budget and assist the builder in keeping to the program.

When under construction we will communicate with the builder and keep you informed.

When a variation to the contract is requested we must pursue your agreement in writing before the variation work is approved.

We must do our very best to service you and the builder. That is our promise to you.

You

You shall provide a reasonable budget for the entire works.

You shall engage all consultants directly and tradesmen and pay them directly.

You must communicate your ideas regularly and answer our questions promptly.

You must pay our invoices on time.

You must complain to us immediately if we haven't met your needs so we can apologize and put things right.

If we ask you - please refer us to at least one person who you feel would like the services we have to offer.

Our new clients are often introduced to our past clients for review of design features.

When acting on your referrals we work tirelessly to preserve relationships.

Please share this documents with other prospective clients. If you require hard copies please ask & they will be delivered.

Process & Summary of Our Services

1. Preliminary



Start here

- ✓ Client review this welcome pack
- Prepare a budget for the project
- Obtain financing
- Assess planning feasibility

2. Conceptual Design



- Prepare sketch drawings including sketches diagrams and other information to adequately explain the design.
- Prepare design briefs by consultants.
- Prepare preliminary costing.
- Prepare preliminary selections of materials and finishes.
- Obtain clients approval to proceed with final design.

3. Design Development



- Develop the approved sketch design into a final design solution with drawings and statement of environmental effects and Basix certificate to comply with planning requirements.
- Co ordinate the design work undertaken by consultants with the architectural design.
- Review the final design against the budget and prepare updated estimates of cost.
- Prepare necessary documents for planning application.
- Assist in obtaining approval by negotiation & attending meetings.
- Obtain client's approval to proceed with contract

Service 1



4. Contract Documentation



- Prepare recommendations to the client on preferred methods of tender.
- Prepare drawings at an appropriate scale including plans, elevations and sections together with other details and schedules to enable the project to be tendered.
- Coordinate and integrate the work of consultants.
- Submit documents for the construction certificate.
- Obtain the clients approval of documents and to call tenders.
- Assess the final contract account.

5. Contract Administration - Tendering

- Call tenderers
- Respond to enquiries from tenderers
- Closing and assess tenders
- Provide supplementary information
- Negotiate with the preferred tenderer
- Prepare tenderer recommendations

6. Administrating the Contract - Site work



- Prepare the contract documents for signing by both parties.
- Undertake periodic site inspection check work in progress regarding construction quality against standards, programming and statutory compliance.
- Co ordinate consultants
- Provide supplementary details and information.
- Provide instructions to clarify the contract documents where required.
- Administer variations and obtain clients approval.
- Arrange and attend site meetings and other meetings as required.
- Provide the client with regular reports regarding time cost and progress.
- Adjust cost and provisional sums and other monetary sums included in the contract documents.
- Assess claims and issue progress certificates.
- Assess and approve claims for extensions of time.
- Prepare defects lists prior to practical completion.
- Inspect rectification work and issue notices of practical completion.

7. Post Construction



- Reviewing defects during defects liability period and assessing final payment.

The project provides a response to the usual problems associated with inter war traditional housing types.

Incremental alterations and additions made to the rear resulted in a dysfunctional spatial arrangement.

The new rear design was conceived to add additional living space while rationalizing previous dysfunction arrangements.

Success of this design is assisted by board span fictional connection between inside and out and the extensive use of glass while maintaining good thermal comfort.



The addition to the rear end of an interwar dwelling house was a successful union of new and old.

Principal Design Features : This design was conceived from a need for additional living space and rationalization of previous un functional additions. Success of this design is due to broad span functional connection between inside and out and the extensive use of glass. Spotted gum T & G flooring was used throughout the addition including the rear deck & external screens.



The existing bathroom was remodeled in a contemporary style with a large bath in a box and shower behind a frameless glass screen.



The new laundry and wc are hidden within the wall plane behind flush screen doors on the left .

The entire rear parts of the home were demolished for construction of an open plan kitchen, / living area & new laundry and wc.



Highlight clearstory windows liberate the upper wall and reach the ceilings. This allows graduated light to extend down the ceiling to the centre of the room.

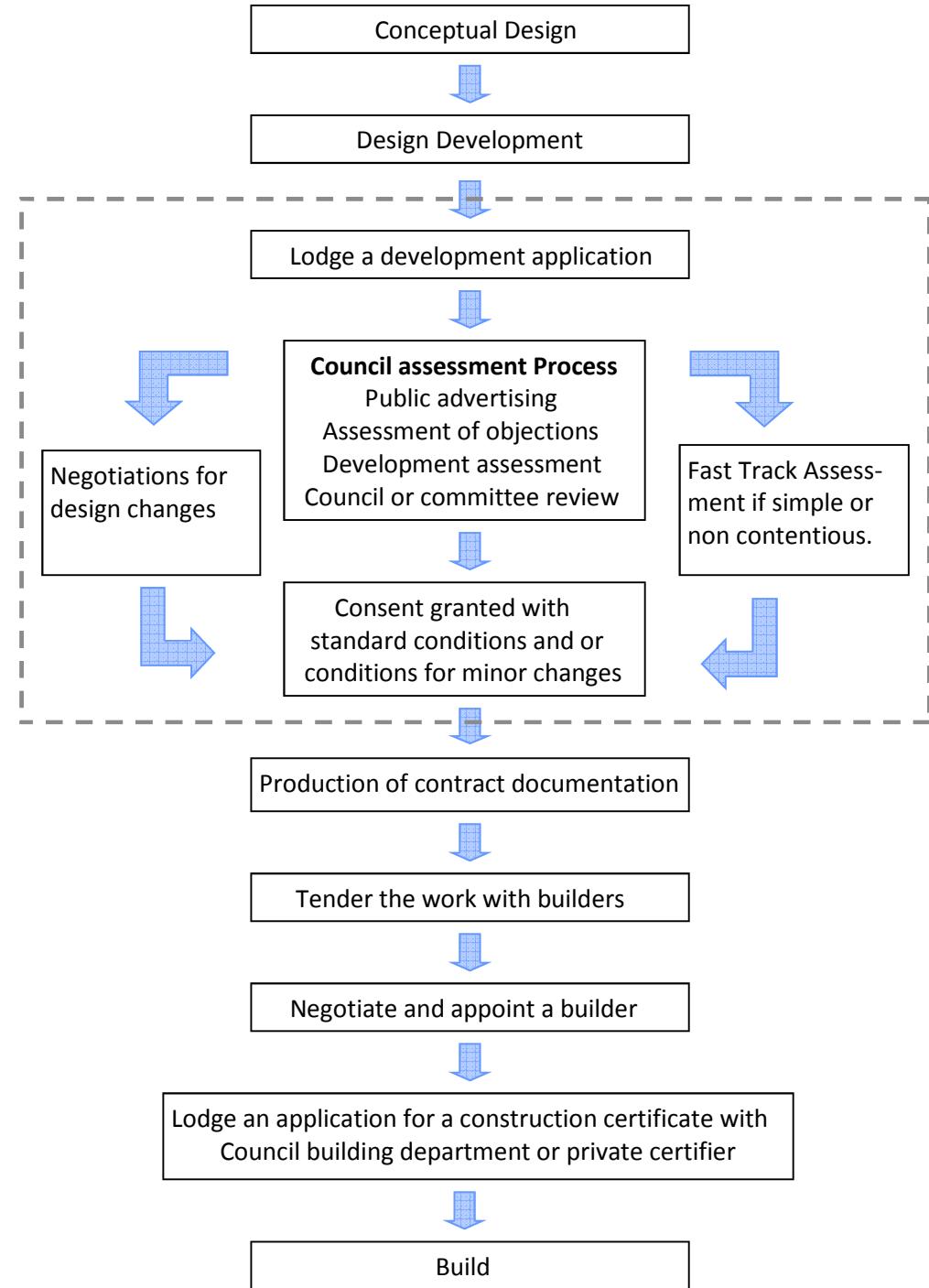


Complying Development Application Procedure



A complying development under construction

Development Application Procedure



Building Contract Definitions

The followings are some extracts from the publications:- *Architects Engineers and The Law* By JR Cooke (architect and solicitor to the supreme court of N.S.W). These are some contract terms used in your project.

Ref:-<http://www.federationpress.com.au/bookstore/book.asp?isbn=9781862877641>

Variations

Ideally variation work will not be carried out until the contract administrator, after determining the appropriate cost and any related time adjustment, has issued a variation or change order with the owner's consent.

Prime Cost (PC) Items

Almost all buildings have numerous of the shelf items such as sinks, basins, taps, light fittings and door furniture which are installed late in the construction program. It is common practice to defer their final selection until after construction has started. Tenderers are instructed to included in tender sums of money to cover the estimated costs of these items and allow appropriate mark up in their prices for profit and overheads. When final instructions are given to the builder on the selections and actual costs are known, adjustments are made to the contract sum to deal with the under and over expenditure of the PC sums.

Liquidated Damages

In the event of a contractors failure to complete the work on time, a liquidated damages clause provides a pre agreed rate for damages and removes the need to establish an actual loss due to delay.

Schedule of Rates

This is a useful device when no decisions have been made about the approximate type or location of PC items—door furniture for example. The builder will be bound by the tendered schedule rates when making claims for fixing.

Provisional Sums

A prime cost sum is a provisional allowance for supply only. Provisional sums can be applied to the supply & fixing or fixing and manufacture or parts of the work. Virtually any section of the work may be treated this way. Care must be taken to avoid gaps in documentation when provisional sums are used.

Retentions and securities

In order to provide some protections against losses suffered as a consequence of a breach by the contractor and to ensure that the contractor performs his obligations under the contract, the proprietor will withhold money (retention) or will require the provision of security for that purpose. The general scheme is that a limit is placed on the amount retainable (or the amount of security) which is reduced by half upon practical completion. The remainder is released at the end of the defects liability period.

Extensions of time and costs for delay

The progress of the work under the contract will be delayed by a great many causes. Without entitling the contractor to further time as a result of the delay, the contractor will remain obliged to complete the work by the date stated in the agreement. Provisions allowing extensions of time are designed to mitigate against the strictness of this situation.

Progress payments

All standard form building contracts include provisions for payment to the contractor of progress or interim payments. This right is often expressed in elaborate provisions setting out the procedures for the claim, valuations and certificates for progress payments.

Practical Completion

Standard form of general conditions use the phrase practical completion to describe the state of completion sufficient for occupation occur. To minimize risk of disputes, defects in existence at the date of practical completing must be itemized before occupation of the works by the principal.

Defect liability and Warranties

As practical completion is recognised that minor defects and omissions will remain to be rectified. Often an inspection is done at practical completion, and a list prepared of defects which are to be rectified within the agreed time period. The list will not prevent the raising of further defects during the maintenance period which follows practical completion.

Fair Trading

A trade licence is required for all work in excess of \$ 1000.00 / Electrical work Plumbing, drainage and gas fitting work / Air conditional and refrigeration (except plug in appliances)

For all work over the value of \$ 1000 a written contract must be provided. Residential building work worth between \$1001 and \$ 5000 must be covered by a small jobs contract. For a list of what these must contain refer to Fair Trading web site.

For work in excess of \$ 5000 requires more extensive home building contracts.

Home Building Act

For all residential work in excess of \$ 20,000 the work must be insured under the home building act .

Basix

For all residential work in a class 1 buildings a basix certificate must be prepared and lodged with a development application or with a complying development application.

Useful Web Links

NSW LEGISLATION

<http://www.legislation.nsw.gov.au/>

ENVIRONMENTAL PLANNING & ASSESSMENT ACT

http://www.austlii.edu.au/au/legis/nsw/consol_act/epaaa1979389/

NSW HERITAGE OFFICE

http://www.heritage.nsw.gov.au/01_index.htm

EXEMPT & COMPLYING DEVELOPMENT CODE

http://www.austlii.edu.au/au/legis/nsw/consol_reg/seppacdc2008721/

DESIGN & TECHNICAL BUILDING GUIDE

<http://www.yourhome.gov.au/renovatorsguide/designer1.html>

FAIR TRADING NSW HOME BUILDING CONTRACT REQUIREMENTS

http://www.buildingcommission.com.au/resources/documents/S+T_GUIDE_07.pdf

WORKSAFE

<http://www.safeworkaustralia.gov.au/sites/swa/australian-strategy/pages/australian-strategy>

LOCAL COUNCIL DIRECTORY

http://www.dlg.nsw.gov.au/dlg/dlghome/dlg_localgovdirectory.asp

RANDWICK DEVELOPMENT CONTROL PLAN

http://www.randwick.nsw.gov.au/library/scripts/objectifyMedia.aspx?file=pdf/15/90.pdf&siteID=1&str_title=DCP%20-%20Dwelling%20Houses%20&%20Attached%20Dual%20Occupancies.pdf

NSW AFFORDABLE RENTAL HOUSING

<http://www.housing.nsw.gov.au/Centre+For+Affordable+Housing/Developing+Affordable+Housing/Affordable+Rental+Housing+SEPP/>

ASSOCIATION OF ACCREDITED CERTIFIERS

<http://www.accreditedcertifiers.com.au/>

CONSUMER TRADE & TENANCY TRIBUNAL

<http://www.cttt.nsw.gov.au/default.html>

LAND & ENVIRONMENT COURT

<http://www.lawlink.nsw.gov.au/lec>

FAIR TRADING NSW A GUIDE TO STANDARDS & TOLERANCES http://www.buildingcommission.com.au/resources/documents/S+T_GUIDE_07.pdf

WORKSAFE

<http://www.safeworkaustralia.gov.au/sites/swa/australian-strategy/pages/australian-strategy>

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AUSTRALIAN GLASS ASSOCIATION

<http://www.agga.org.au/>

AUSTRALIAN GLASS & GLAZING ASSOCIATION

<http://www.agga.net.au/index.php>

THE WINDOW & DOOR INDUSTRY COUNCIL

<http://www.wadic.asn.au/>

WERS <http://www.wers.net/>