



Stage 1-Preliminaries

A. Initial Consultation and fee estimate for stage 1

B. Client to return Design Brief and pay Deposit
(subject to project requirements)

C. Provide client with Design Sketch

Stage 2-Design and Planning

A. Provide fee estimate for Stage 2

B. Design Development

C. Provide CAD sketch for client approval
(Planning application if required)

Stage 3-Construction Drawings and Approval

A. Provide fee estimate for stage 3 including third party fees

B. Client to provide any final required information

C. Engage Engineer for soil test and septic report
(if required)

D. Prepare Preliminary Working Drawings

E. Engage Energy Assessor, Engineer, Truss Manufacturer etc.

F. Receive third party documentation and finalise Working Drawings

G. Prepare Building Application

H. Payment of final account including third parties, Council and CITB

I. Lodgement for Building Rules Consent