

# Getting Started Guide

Understand the Superdraft team, the process and how to achieve the best outcome for your project



# Meet your team

It's important that you understand your team and what role they play in your project



## You



Responsible for providing existing documentation, sketches, design briefs and giving clear feedback to the team along the way.

## Support Manager



Your point of contact in case you are unhappy with any of the team performance or process.

## Designer



Responsible for the architectural design, documentation and will be your main point of contact throughout the design and approval process.

## Engineer



Responsible for the structural design to ensure that it meets Australian regulations and to ensure a structurally efficient design.

## Consultants



Throughout the project you may require various consultants and we are here to help organise and coordinate those on your behalf.

## Builder



We have partnered with dozens of quality builders who can quote (tender) on your project after the design phase has been completed.

# Get started **fast**

We would like to start working on your project immediately and to do this we need to make sure that we have everything from you that can help us with the design process.

Please ensure that you send through the following information by email to your Building Designer/Architect including:

**01**

All existing site plans/ survey data relating to the site including site plans, floor plans and elevations (collected from your local council or developer).

**02**

All preliminary design material including sketches, images and notes.

**03**

Anything else which will aid in the design of your project.

## Get Involved

Like anything in life, the more you contribute and take action the better results you get in terms of value, speed and quality. Here's some tips to help with this process.

- + Prepare all existing plans of your site that are available including site plans, floor plans and elevations.
- + Prepare preliminary design material including sketches, images and notes.
- + Carefully check all designs and documentation when they are sent to you for approval.
- + Inform the design team early of any issues or design changes.
- + Inform the project team early of any urgent time constraints.
- + Prepare your finances to pay for all applications and design fee associated with your project to avoid delays in releasing drawings etc.
- + Prepare the council application forms yourself and lodge to council asap.
- + Follow up with council on the progress of your applications to speed up the approval process.
- + Inform your Building Designer/Architect once the council has approved/rejected your project so we can move on to the next stage ASAP

# End to end **coordination** is our thing

## Project Consultation

We will obtain a detailed project brief either over the phone or come out and visit you onsite and go through your project brief, answer your questions, give you advice and prepare a fixed price quotation.

01 

## Design Meeting

Your assigned specialist Building Designer/Architect will arrange to meet with you at your project address, listen to your design requirements, provide professional input and commence the design phase.

03 

## Preliminary Design

Your Designer will provide you with an initial preliminary design based off your design brief. You should provide feedback to refine the design to ensure you are satisfied before proceeding to documentation.

05 

## Planning Documentation

Architectural documentation prepared for council lodgement. If your project is a complying development and does not need council approval, your designer will continue straight through to Construction Documentation.

07 

## Construction Documentation

The architectural documentation will be developed up further with additional drawings such as sections and details in order to be lodged with a local building certifier who will issue you with your Building Permit/ Construction Certificate.

09 

START

FINISH

## Assign Project Team

As a one stop solution we will assign you a project team who work together to ensure a successful outcome for your project, including a dedicated Client Support Manager who is in place to ensure your overall client satisfaction.

02 

## Land Survey/ Soil Report

As required by local governing bodies, a land survey and soil report carried out by registered and qualified professionals is required to complete the architectural and engineering documentation and receive approvals.

04 

## Energy/ BASIX Report

An Energy/BASIX Report will need to be prepared in order to be issued for approvals. A minimum 6 Star Energy Rating is now a requirement by law for new works. Ask about our optional Sustainable Design service.

06 

## Engineering

An engineer is required to calculate and work out the structural design for your project based on the architectural design. Our Design Team will coordinate and work with the engineers to ensure the best solution for your project.

08 

## Building Quotes

Once you have approved plans, Superdraft can manage an optional Building Quotes Service where we will get you the best building quotes from the best local builders. This often saves our clients thousands of dollars on construction and ensures a quality build.

10 

\*Project timeline is based on a typical residential project and may vary depending on type of project and scope of

# We love to receive your **feedback**

In order for Superdraft to improve our quality of service, it's important that we get your feedback.

Throughout your project we will send you regular messages in order for you to provide feedback.

Whether good or bad we would love to hear from you in order for us to improve our service.

Send any feedback, testimonials, or issues to **[support@superdraft.com.au](mailto:support@superdraft.com.au)** and we will address and respond as soon as possible.



**Thank you!**

We look forward to working on your project