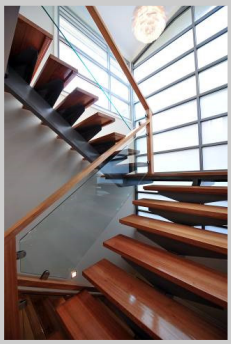


client brochure

multi award-winning building designers

Extensions, Houses, Pavilions, Heritage, Queenslander Specialists

LATEMORE DESIGN

This Brochure

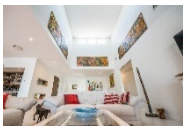
Welcome to this brochure. It answers a lot of your questions, by hopefully explaining things clearly. We receive good feedback about it, and hope you enjoy reading it too. Needs improvement? Let us know please.
Arranged in order of the process, it has considerable explanation of our service. There are snippets of information and examples of our works sprinkled throughout. Although 'dense' with information, all our clients appreciated the read. They felt more confident about embarking on the adventure of building!

2021 BDQ State Finalist
Small Lot

2013 BDAQ Multiple Awards
Sustainable Industrial Building

2011 BDAQ
State Award
Commercial

Contents



2022 BDQ
State Finalist –
Renos < $800k

2003 National
Trust - Heritage
Conservation

2006 BDAA
National Award
Special Projects

2019 BDAQ
State Finalist
Renos < $350k

Quest Business
Achievers Awards
5 of them!

2006 BDAQ
State Award
Best Bathroom

2005 HIA Awards
Add'ns < $100k

2012 Clipsal
Designing the
Dream Award

2007/08/09/10
Small Business
Achievers

latemore design pty ltd
QBCC Lic No 1055247
abn 39 010 895 680
Life Member: BDQ
Member: National Trust, Timber Qld

Peter Latemore - Principal
Julie Welch - Office Manager
Kaylene Richardson - Building Designer

© Latemore Design 1993-present

Introduction

Thank you for your interest in **Latemore Design**. We usually recommend you peruse this brochure after the initial contact to explain our services and philosophy, as well as the building process. You may not need to read the whole document, but please at least glance over it, particularly the schedule of fees.

Latemore Design

As Building Designers, we specialise in a niche market, providing high quality design and documentation for mainly domestic buildings. We believe this service is provided with a high degree of expertise and design knowledge, and we are often considered to be in the upper echelon of the profession. We offer a high-quality service, where **we resolve what you want** with a building that is well designed, well documented, practical and easily built. We care about your needs, the built environment, and we take pride in our work.


Peter

Julie

Kaylene

Caricatures by Jules Faber www.julesfaber.com

Design Philosophy

We have a philosophy of designing well rather than just producing documentation. Our philosophy is to design rigorously and create a building that responds well to the site and its many influences, along with your needs.

Latemore Design offers you:

- **Latemore Design** is professional with all staff having tertiary qualifications.
- A desire to 'listen' to clients, ensuring we provide our best service.
- A commitment to stay in contact with the industry, via consultants, builders, suppliers, literature and our intense involvement with associations, to ensure we are up always up to date.
- Designers on the lookout for new and innovative solutions to building needs, both new and additions. This is one reason why we receive so many enquiries and remain busy.
- Specialists in lots of buildings, eg Queenslanders.
- Providers of a full design service, which in addition to design and documentation can include consultant management, supervision, cabinetry, colours.
- Heritage Building Designers, a unique service within building designers.

We are up to date!
We are kept up to date with industry matters, by being a member of HIA (Housing Industry Association) and BDAQ (Building Designers Association) - the premier representatives in home building & design.

Comparison with Architects:
Inevitably we get compared with architects due to our level of service. This is flattering. We do not believe in the easy habit of 'knocking' architects, and prefer to mesh with others in the industry to create an ever-improving built environment.

In Queensland, Building Designers are governed by the QBCC, with a three-tiered licencing system. Architects are controlled by the Board of Architects.

A Better Service

Our higher quality services are reflected in our fees, although amongst the echelon we occupy, our charges are average. Builders appreciate the drawings as they have less problems to solve when quoting, or on site, and they can feel confident about the project. They often make particular mention of the trouble we go to in resolving matters, eg how an extension meets the existing house. We insist on getting the right design solution for you, and will not produce something that 'just works' or something that is not what you wanted. Our focus on great design within budget ensures that your comfortable spending level is maintained. By spending more with us you most likely will save on the project. Builders have told us that cheaper drawings cannot cover our level of detail or thought, and someone has to pay for that. That someone is usually you, the owner, when variations occur during building.

In short when you come to **Latemore Design**, you get peace of mind. Builders are expected to ring if a problem does eventuate, which we will resolve at no extra fee to you. If needed, we visit your site to help solve issues, and may need to charge for that. We like to keep track of our projects as it is important to learn where possible and apply that to future work.

Latemore Design
Building Designers

Who can provide design services:
Currently, anyone can 'design' a building for something like a DA (Development Application) to council. We recommend though, you only use licensed Building Designers, or registered Architects.

Who can produce drawings?
'Working Drawings' are required for any building work. These can be provided by Building Designers, or Architects or less commonly – builders but only on their own projects. Building Designers must be licensed with the Queensland Building Construction Commission (QBCC) and Architects must be registered with the Board Of Architects Queensland. Also, authorship by a licensed entity must be shown on drawings.

Regularly in magazines
Latemore Design has been in the Courier Mail, Image magazine and Queensland Homes. Also trade and supplier's magazines feature our designs. Maybe your project could bring fame to you too!

Profile of Latemore Design

We are proud of the comprehensive service we offer our clients. We have a strong interest in finding the best design solution to any given problem taking particular pride in 'fitting' a building to the client, budget, neighbourhood, block, and climatic influences. We often say we prefer to 'see' solutions, not issues.

Office

We operate out of the lower storey of Peter Latemore's residence in The Grange. The office contains the usual paraphernalia, and lots of computer screens. It is a work zone, as you will see if you visit, and not ostentatious. We have a few of the awards on the wall and add more over time. We all work from here and home.

Personnel and Management

We are a small practice, organised to ensure each project receives proper attention, with a designer in charge of each project. We find that this is the best way for us to provide attention to our four focuses – listening, design, documentation, and budget.

Drawings

Concepts are computer generated and sometimes hand sketched. Drawings are produced on a computer drafting program called Revit, a 3D modeling tool. The drawings are easily read documents on A3, organized into a logical sequence that builders prefer. Visit our web site in the project section for lots of example sets of the type of drawings we produce.
As leaders in our industry, we have created a template system for Revit, which we supply to users, so we are certainly at the forefront of its use.

Up to date knowledge

We remain familiar with council regulations, building codes, and a plethora of other technical matters, via our high level of involvement within the industry.
We believe in CPD, Continuing Professional Development.

Head Consultant - Access to many experts

As Head Consultant, we lead the design team and coordinate the services of Surveyors, Town Planners, Engineers, Energy Assessors, Hydraulics Designers, Landscape Designers and Certifiers as needed or required. We liaise fully with the certifier and other consultants for you, and deal with any issues that may arise. In other words, you obtain access to all others, with no coordination worries. The official 'engagement' of consultants is between you and them.

Licensed Building Designer

Latemore Design Pty Ltd is a licensed Building Designer with the QBCC as required by that authority for those providing design services. The license is Medium Rise, ie 3 storeys over a carpark.
We have Professional Indemnity insurance, experience, qualifications, financial security; all in accordance with QBSA Act 1991.

Development of Latemore Design

Starting in the 1980's, Peter Latemore realised there was a need for someone providing a high-quality design service. He deduced that a practice dealing with the residential and smaller commercial sectors was a niche market, which could be better serviced. The client base grew, and the sole operator scale of the business expanded during the 1990's, increased to five in 2007, dropping to three since 2019. Over that time Latemore Design used sub-contractors in the earlier times and employees since 2003. The practice has mentored quite a few good operators.
Latemore Design continues to advance further in the building industry, especially in respecting impact on the built environment, and using sustainability practices. We have and continue to develop strong relationships with many others in the general building industry.

The Team


L to R Julie, Peter, Kaylene

Listening
We feel, an important criteria of being a good designer, is to be able to listen to you. We all pride ourselves on possessing the 'listening' gene!

Latemore Design consists of a Principal Designer (Peter), Office Manager (Julie), and a Building Designer (Kaylene). Peter manages, concentrating mainly on design and liaison, while Kaylene is on design & documentation, and Julie keeps it all running. Liaising with owners and consultants is mainly Peter. We work within our team, but may bring in others if the workload exceeds our capacity.
All work both from the office and home. This can be more efficient, as design and documentation requires some 'quiet' space along with heavy interaction. We all work together for more than just income, as the business provides us all excellent experience for ongoing career development, and great collaboration. And by having a group of dedicated people, we all introduce fresh thinking, so we all continue to develop our skills.
You will most likely meet the whole team, starting with Peter at the initial consult. This is better, as we all get to know the client and appreciate their needs. This is very important when dealing with someone's building. We also like each of us to 'own' our work, feel involved, and value the project.

Peter Latemore

Principal & Chief Designer
With over 40 years' experience, Peter brings a wealth of knowledge and skill to all projects.
Peter has a degree in design studies from the Architecture School of the University of Queensland, 1978.
QBCC licensed building designer, in the first wave of licensing in 1992. Peter's wide range of working experiences within the building and design industries, both domestic and commercial, has produced a thorough knowledge of all disciplines. Because of this he has gained practical skills and an understanding of the whole building process from the conceptual through to construction.
Peter had several years in the architectural office of the state government back in the 70's, after winning a scholarship. He has been self-employed since 1980, as designer, documenter, detailer, project manager, contract administrator, estimator, and more. A lot of this reinforced Peter's passion for great design, superlative documentation, and sharing with others in the industry. Peter has a long and abiding interest with older buildings, especially the classic Queenslander.
Since 1989, principally working as a building designer, Peter gradually created the genesis of Latemore Design. During that time, Peter has employed several designers and drafters.
Peter is the chief designer and principal of the practice. As such, he meets all clients, attends all site consults, and is familiar with all projects. Peter checks documentation, oversees the schedule, and in between, designs and documents!
Peter was an early adopter of CAD, (mostly AutoCad) in the late 1980's, followed by being a pioneer of 3D (Revit), in the early 2000's. This even developed further, with Peter creating a world-leading template system in Revit, QARC, which has been adopted by quite a few architects and building designers.
Peter believes in being very active within the industry and is a member of BDQ, along with National Trust, and Timber Qld. He is most active in BDQ (Building Designer Qld), having run the Brisbane branch since 2001. Peter has several honours from BDQ, culminating in Life Membership in 2017, a rare honour. He is also involved in several SubCommittees.
Peter is a renowned public speaker, with years of giving talks at many forums, with the most frequent being at Home Shows, where he always has good attendances.
Local community involvement enriches Peter's life, including much activity within inner north Brisbane via the Kedron Brook Business Group.

More on listening
Our predominant market is residential, and we believe in focussing on you. As all our clients keep saying "I know they listened to me and did not bamboozle me with jargon". We are proud of our ability to make people feel comfortable. This 'care' is just as applicable to unit and commercial work.

Julie Welch

Office Manager

Julie began with **Latemore Design** in 2006, after quite a bit of experience in admin and reception duties. She has a Certificate IV in administration studies. We benefit from her advanced skills, and she likes our small collaborative environment. Her multi-tasking abilities are very appreciated!

Julie enjoys the variety of duties in the office, predominately office manager, keeping the many facets of finances in order, being a PA to us all, and more. She loves meeting all the clients, and gets right into following the development of each project. In fact she is often our sounding board for design checking. Works 1-2 days per week, depending upon workload.

Julie is an intrinsic team member, and her organization abilities have and continue to transform the place.

Kaylene Richardson

Building Designer

Kaylene has been with **Latemore Design** since 2007. She had changed career, moving from IT to building design, and had just completed the first half of her qualification. During her first few years with us, Kaylene completed her Diploma of Building Design, officially becoming a building designer in 2010. Her fascination with the built environment is a real boost to Latemore Design.

Kaylene spends most of her time in Revit, taking projects from concept through design onto working drawings. She especially likes details, which is her 'fun' thing! Kaylene is amazingly adept at researching what is needed on any project and working through the many influences that can emerge on a design.

Kaylene is heavily involved in QARC, and is considered an advanced expert in Revit. She is full-time.

Kaylene is an intrinsic team member and has made the practice even more productive.

Affiliations

We are active in the Industry

We are members of several associations, and involved in them. This keeps us well informed, and via meetings and events, we have good interaction with colleagues in the industry. We obtain many trade magazines and keep up with building trends.

BDQ - Building Design Queensland *(formerly BDAQ)*

LIFE MEMBER

Peter is a Life Member (a rare honour).

BDQ is a state association representing over 300 building design members, other associated professionals & students.

Peter is involved at state level in ever changing roles. He coordinated the BDQ Brisbane branch from 2002 to 2022. Peter is a respected member, presents at seminars, and is heavily involved in committees. Many members use Peter as a mentor. Peter received the 2004 President's Commendation, the inaugural 2012 Branch Recognition award, and Life Membership in 2017, in appreciation of his extensive efforts.

We regularly enter designs into the association awards, and attend all monthly meetings, seminars and conferences.

Did you know Building Designers are responsible for a huge amount of the built works in Australia? Over 75% of domestic, and over 40% of the rest!

National Trust

Peter is a member of the National Trust, the principle community organisation involved in heritage matters. This ties in well with our market niche of dealing with older buildings, and Peter's special interest in Queensland vernacular architecture and history in general. We have occasionally entered the National Trust awards.

Timber Queensland

The premier body for all things timber. We attend their seminars, and have access to a huge range of technical support.

We even designed one executive's own extension.

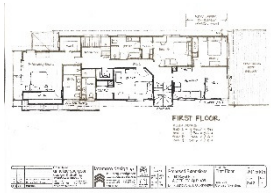
Schedule of Rates

The Nitty Gritty!
We understand that you may turn to this page first!
You probably already know we are in the upper echelon of building designers, both in skill and cost. And this will confirm that, but please read on.

We charge a little above the average of Building Designers in Qld.

Below is a list of project types and the fees we charge. The standard way for building professionals to indicate potential fees, is via an approximate percentage of building cost. Please note though, that each project is assessed individually, and usually given a fixed fee.
You are always provided a fee estimate before proceeding on any work. This is in the form of a **proposal** to you – see the example. You are not charged more than that estimate unless additional works are required, or authority fees change. If this occurs an estimate will again be provided, this time in the form of a variation.
Another way to help you understand our charges – the fee for most major housing projects is around $140/m², for new, and $200/ m² renovations. For extensions, this normally includes both existing and added areas.
For simplicity you can peruse a graph on a page on our website called Fees.

Site/Design Consultation (usually with a follow-up Proposal) — $ 300/hr
Session with Peter, usually 1.5 to 2 hours. A free ranging conversation, discussing possibilities. No fee for travel if within 30 minutes from office. We charge for half an hour extra to cover the 1 hour of research beforehand.
Site Consultation for existing building, or Design Consultation for a new building. We fully explore possibilities, assess budget, and more. Afterwards, this can be followed up with a short quote or a long proposal for full design & documentation.



Concepts
If interested, owner can request a computer generated concept sketch as an extra to the Consultation. Charge depends upon complexity of scope.
Charge is approximate & deducted from full fees if project proceeds.

New House	$2000 - $4000
Extensions (without existing drawings)	$3000 - $5000
Extensions (with existing drawings)	$2500 - $4000


Maleny House

New houses — 2.4% - 3.4%
Most houses are between $600k-$2.5m, so our fee is around $19k-$55k.
For larger houses over $3.0m, the fee percentage reduces somewhat, usually to 2.1%, due to economy of scale.


Camp Hill Extension and Renovation

Major Extension — 5.4% - 6.2%
Large projects, including extensions, build-in under & renovations, mostly cost $800k-$2.5m, so fee ranges $40k-$80k. Like new houses, larger extensions attract lesser percentage fees.


Kedron Extension

Medium Extension — 5.5% - 6.8%
Most extensions are about 80-120m², and include a kitchen, deck, bedroom, bathroom, and may cost $400k-$800k, with fee around $27k-$41k.


Hawthorne Pavilion

Minor Extension or Works — 7.8% - 10.5%
Decks, carport, and one room additions. Around 30-70m², with building costs ranging from $80k-$300k. Fees are around $8k-$22k. The higher percentage for small projects reflects the amount of fixed cost associated with any project, whatever its size. Our signature pavilions cost $150k-$600k, with fees ranging $12k-$36k. A minimum for any works is $4,500.


Nundah Units

Multi-Residential
We no longer offer this sector of buildings.
We recommend Vince Hayward of MRD Studio.

La Boite Theatre

Commercial and Industrial
This too is no longer part of our services.
We suggest Serenity Building Design for smaller projects and Intotum Building Design for the larger ones.


Enoggera DA Streetscape

Development Applications
0.5% in addition to above

Many projects require this, and it adds to the amount of work required. We find it increases consultant/council costs also by around $5k-$9k, plus an additional $2k-$4k for us. We have to produce special documentation for DA's. Responses to RFI's from council, may be charged hourly if they are beyond a couple.

Additional Site Visits, Advice, and Extras
Hourly rate

Owners sometime need extra advice, and if this entails site visits, we are obliged to charge.
Please note we do not charge for occasional phone conversations during the build.

Special Mention of NCC
From May & October 2023, our design & documentation workload has increased somewhat, reflecting the new National Construction Code revisions and additions. These include higher level of detailing for waterproofing and more intense considerations brought about by Livability. The fees reflect this.

Easy to pay:
We have a BPay facility to make paying our invoices even easier.

We offer 5% discount if the full fee is paid up front

Payment Details:
Terms: Net 7 days from date of invoice.

Invoices are usually issued before:
1. Sketch Design (includes measure and existing plans on a reno)
2. Design Development
3. DA (if included)
4. Working drawings & Finalising

Latemore Design's policy is to receive payments prior to work commencing on each stage.

Other Consultants


We include estimates of all other's fees into our proposals, so you are fully informed. This includes: Authorities fees, Certifier costs, Town planning fees, Engineers, Surveyor, and it can go on.
As the Head Consultant, we are required to manage the other consultants while you officially 'engage' them. We charge 12.5% of their fees to be your manager. QBCC and PI insurers prefer we follow this regime so it is very clear to you about responsibility and fee.
We find that all preliminary costs, including us, usually end up around 9-14% of your project cost.

Our hourly rates (if used):

Chief Designer	$300/hr
Building Designer	$200/hr
Documentor (if any)	$160/hr
General Office	$80/hr

Minimum Fee
As mentioned at *Minor Extension or Works* there is a minimum fee for any minor extension works. $4,500. Where the project is truly small, we charge hourly rates.

Please note, all the above rates and figures *exclude* GST.

Good House Design – to suit the block and you

Every block of land is different. In our opinion it is therefore sensible to treat every house design as different too. The combination of contours, orientation, views, neighbouring houses, streetscape, and of course you the occupant, means that placing a standard design on a block will meet with difficulties. During the design of a new home or renovation these are the issues that we will contend with:

The Problem Solvers
We are often recommended to owners and builders, because of our reputation for taking on the more difficult projects.
Why not challenge us?

Contours

We need to know the slope of your land to work out cut and fill, footings, posts and the position & style of your new home. Even with an extension the slope of the land will have a large impact on the design. For a slab-on-ground house, it is best to limit cut or fill to about 1 metre, otherwise major earth banks or retaining walls will be needed, and good design principals suggest other solutions might be better.
As well, we must obtain NGS, natural ground surface, so we can remain under height limits set by council, 8.5m in most local areas, with Brisbane at 9.5m.

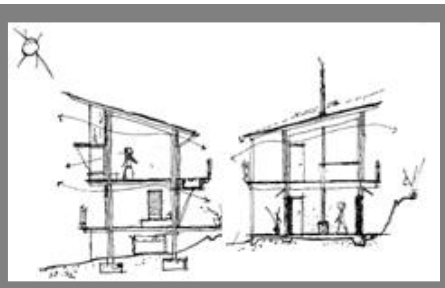
Streetscape & Views

We consider capital gain issues and the style and standard of other houses in the street. We want to maximise the potential of your investment in your home. It is often best for resale to respect the style in the street, but not necessarily copy others. Different styles can work well, if complementary to the surroundings.
Every block has views and these should be noted and windows or verandahs designed to suit. If a good view is not available an internal courtyard can be a great solution.

Energy Efficiency
The BCA has mandatory compliance with the Energy Efficiency code, which requires 6-star rating in Queensland. This is a good initiative and we applaud it – maybe better design will become more universal.
Please note that area of glazing has a direct influence on energy star rating – if over 25% of floor area, then most of it must be higher rated e-glass. Also, the 6-star rating can be met if fans are placed everywhere, and an outdoor zone is included.
Other sustainability codes add extra requirements, eg water efficiencies.

Climate

A house will be more comfortable if made to work with the natural environment. Climate is the biggest influence on a building. As we live in a sub-tropical area, with hot humid summers and cool winters, our built environment should reflect that. There are two major influences from the environment - the sun and breezes. You essentially want to be able to control them, but in a passive sense. Broadly, in summer we want less sun and more breeze, and in winter the reverse. As we have more warm weather than cool, controlling the summer influences tends to be the greater consideration.



Design to the Environment

Are living areas oriented to the north to achieve maximum light and warmth during winter months?
Are windows and other openings placed correctly to allow for cross ventilation by breezes through the home?
Are there enough shading devices to protect from sun and rain?

Orientation

The summer sun has an arc across the sky that is almost directly overhead, with the winter path being much lower in the northern sky; while summer breezes come generally from the north-east (in Greater Brisbane). The best place for living areas is usually to the north side, with bedrooms to the south. Verandahs and large areas of glass should be placed on the north-east side. Placing utility rooms to the west or south-west, will reduce impact on the living areas from western summer sun and cool winter breezes. We do have cool weather during the middle of the year, so your house should allow some sun entry during this time. Northern facing windows will capture the heat in winter.

Seasonal Variations
Another factor - the seasons. If you have been in your house a short time, or you are building a new home, we can help you understand the influence of weather.

Pavilion
Wilston 2001

Large Reno
Grange 2005

Pavilion Addition
Spring Hill 2008

Reno
Alderley 2017


Large propped overhangs protect against sun and rain

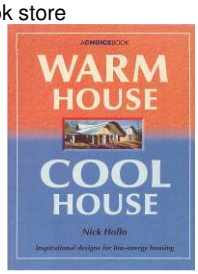
Sun Control

To reduce the sun's impact, particularly on east and west walls, it is best to shade the walls with verandahs, pergolas, trellises, awnings, large overhangs, and of course trees. The lighter the colours used in the house, the cooler it will feel. Even though masonry is a very functional building product, it retains heat better than almost anything, which then re-radiates at night into the house. If the walls are shaded though, masonry walls can be the best way to keep a house cool, especially if there is good cross ventilation. Including masonry within a building can be a good principal as it creates thermal mass. Deciduous trees to the north are good, as they allow winter sun entry, but provide good summer shade.

Extra Reading:
There are many good publications to assist in good design. Here are some:

Australia's Guide to Good Residential Design
available free from The National Office of Local Government,
1800 803 772

Warm House Cool House
available from Choice Magazine and any good book store



Your Home, an initiative of Australian Governments:
www.yourhome.gov.au

Insulation & Venting

Insulate as much as practicable, so that any heat generated in roofs or walls does not actually enter the rooms. Roofs bear the brunt of heat gain, so roof vents are ideal in conjunction with sarking directly under the roof sheeting or tiles. Whirlybirds or fixed gable vents seem to work well. Eaves should have vent holes or grilles, because it is an essential means to help the roof space vent itself. Any installed insulation in walls and ceilings will help the house retain heating in winter. If costs are a consideration, it is best to install wall insulation at construction time, as you cannot gain access later – unlike the roof.

Capture the Breezes

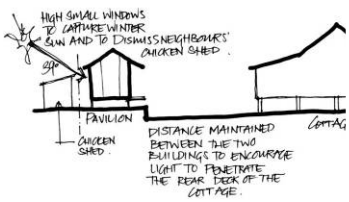
Windows that catch the summer breeze and allow it through the house are a great advantage. Cross ventilation should be maximised, and louvres can help, as they provide greater control. Insect screens reduce airflow. Higher ceilings and ceiling fans help. Placing green ground cover to the north helps cool a house, so we try to reduce drives or paving on this side. An elevated house will allow breezes to flow under the house. Light weight construction allows the day's heat to dissipate at night. Insulating the roof and walls will help in both seasons. A house should 'turn its back' to the south-west winter winds.

Not only do large openings encourage cross ventilation, but they open up the house. This can create the special feature of your home.

Cockeral Extension

Large propped west facing overhang
Large Reno, Hamilton, 2002

Solar pergola
Outbuilding, Hawthorne, 2005



Environmental impacts to site, Pavilion, Windsor

More reflective roof
Reno, Enoggera, 2002

Need more advice?
Feel free to talk to us when we meet, to ascertain how good design can be applied to your property.

Our Service

1.0 One Stop Shop:

We look after most everything right up to the builder starting! Our clients love handing the worry to us. Of course, this costs a little more, but you can save all the hassle of dealing with the council, certifier, engineers, hydraulics, surveyor, energy assessment, town planner, and even more sometimes.

A Building Designer or Architect is considered the Head Consultant by the authorities, and we take this seriously, by managing the many other consultants on your behalf.

Home Owner's Manual

We recommended you create one. A ring binder (or scans into your computer), which contains pockets for storing things like:
Proposal from us; contract & documentation with your builder, documentation between you and others, business cards, before & after photos, one set of your approved drawings, which you can pass on if you sell the property, equipment manuals of the new appliances, or fittings, samples of materials used - for matching at a later date, paint chart, with your chosen colours, insurance policies.

Design process:

House on acreage, Draper

New home:
-Design consultation
-Brief
-Proposal
-Concept
-Sketch Design
-Design Development
-DA *(if needed)*
-Working drawings
-Council submission
-Builder starts
-further assistance from us

Large Reno, Norman Park

Renovation:
-Site consultation
-Proposal/Brief
-Measure
-Concept
-Sketch Design
-Design Development
-DA *(if needed)*
-Working drawings
-Council submission
-Builder starts
-further assistance from us

2.0 Common Questions to Consider

We are doing some building work at home. What do we need a Council permit for?

Any structural building work including new houses or extensions, carports, pergolas, decks or large garden sheds. Sheds up to 10sqm and 2.1m high do not need a permit, but must meet certain requirements. On most properties an unroofed deck, under 1m high and 25m² is allowed without approval. A 'new' bathroom does not require a BA in Qld since 2012, as no plumbing permit is required.

We would like to build a separate building for our relative. Is this possible?

BCC's City Plan allows secondary dwellings up to 80m², as do some other councils, on most lots. Bit like the old 'granny flat'. The building is meant for use by the property dwellers, and easily suits many uses, eg retreat, study, bed, living, opening up many options. Ask us about our award-winning pavilions.

The Pavilion, Windsor

How close to the front fence can we build a carport?

If within 6m of front boundary, always requires a siting relaxation. Carports must meet 'openness' rules, such as remaining one third open, excluding boundaries and attached houses. You are not allowed to put a garage door on a carport, except on a small lot. Garages can be erected within the front 6m, and usually require a relaxation, sometimes a DA. Relaxation means you obtain a letter from neighbours and formally request a relaxation of the by-laws. There are many other rulings, so ask us for advice.

Large Reno – note carport at boundary

How close to the side boundary can we build a carport?

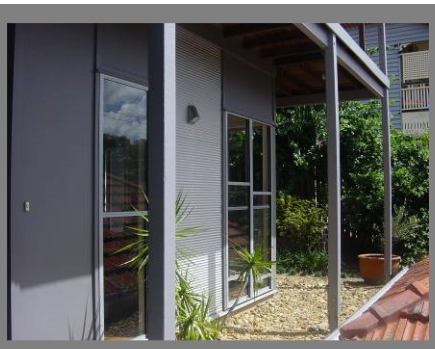
Normally, 200mm from the boundary, as long as several requirements are met. No longer than 9m, mostly open, proper roof drainage, under 3.5m high, min 1.5m from neighbouring windows.

How close to our side boundary can we build?

Normally the rules give distances to the roof; 1.5m if under 4.5m high, 2m if under 7.5m high. With your neighbour's approval you can build closer. However, under 900mm, any wall must be fire-proof. On a BCC small lot, though, it is 1.0m to the wall, 450mm to roof & awnings (with more things!). There are allowances for built to boundary walls that are 9m long.

We want to raise and build-in under. What should we know?

Watch the side boundary clearance. Raising a house means you may require a greater side clearance. Ceiling heights to habitable rooms must be 2.4m or greater. External walls must be waterproof, e.g. a single skin brick wall does not comply. It is best to consult us, before proceeding too far. There may be town planning restrictions in your local plan area, requiring assistance from us and Town Planner. Also, a height restriction of 9½m applies in BCC, 8½m elsewhere. Lifts and build-ins imply spending a bit, as you cannot just do a little!



Reno, Toowong. Lift and buildin. Note that contemporary materials were used at the lower level to break up the elevation of the house.

Reno, Hamilton. Traditional Lift and extension.

Should we extend or move?

This is asked of us many times.
We are finding that 90% of the time, it is better to stay in your house and enlarge it, or renovate, or usually both. This will remain we think, as property values increase. It seems to make more sense to stay, borrow against a growing asset, and extend; rather than spend considerable funds and endure stress, to end up with a property that you have borrowed money for anyway. And invariably, that house needs something done to it! Your family is probably used to the district, your neighbours are good, and council just upgraded the park play equipment. You know your way around all the shopping centres and you don't want to change your mailing address with 101 authorities.
And at **Latemore Design**, we can show you how to obtain a 'new' house while staying where you are. Without necessarily obliterating your home – after all, you like the house. Ask us about pavilion extension options.

We are selling, but some building work has no approval. What should we do?

The council may want a normal building application, and if there is plumbing work, a plumbing clearance maybe as well. If the work does not comply, it must be modified, or demolished if that is not possible.
A real estate agent will tell you that you can get around this by describing the unapproved work in the contract. This can jeopardise the sale price, but is better than not informing the purchaser. Be warned that if the purchaser finds unapproved work, their powers within the contract are considerable. Also, council has been known to prevent a sale proceeding if they become aware of unapproved work. Some councils (such as Moreton Bay), require a clearance anyway prior to a sale. We can help obtain approval, and may need an engineer's involvement.

How has the City Plan changed things?

BCC City Plan, introduced in 2000, then updated in 2014, requires a DA (Development Application) on many properties now. But revisions since, now allow some developments on small lots and character sites to occur without a DA.
Most inner regions of Brisbane are categorized in the 'traditional character zone', which means the streetscape is protected, in essence. But much can be done still without a DA. Such as a lift, build-in, and rear extension. Small lots have special rules though – ask for advice.

What are Livability Standards?

In 2023, the National Construction Code (NCC), introduced Livability Standards, mandatory for houses. Things like step-free access from street and through a door, longer toilets with one on the entry level, wider corridors, and reinforced walls on bathrooms to accommodate grabrails.
What about existing houses? Any new work must meet the standards, internally, but step-free access is not essential when extending an elevated building. Except if the works have elements at ground level. We understand these Standards and can advise. Our workload has increased to design & detail all this.

Are energy ratings mandatory?

Since 2003, it is mandatory on all new houses, and most extensions to reach 6 stars. We design to suit climatic influences, and current rules are not onerous. Although glazing area is restricted by the computer modelling. For about $700, we obtain a DTS assessment. Windows to north, east, west, must be shaded, the building should be in light colours and have insulation. Please note from 2025, 7 stars are required. The assessment fee will exceed $2400, and it is likely the buildings will require double glazing and much more insulation.

How have Sustainability rules affected buildings?

Every year that passes, all levels of government are enforcing increased sustainability practices, and the building industry is the most affected. This is as it should be, but the rules change often, sometimes every 6 months.
Essentially the practice is to use less piped water, and electricity; both during construction and afterwards. Also, to decrease wastage and transfer of dirt.
The implications to you are that there are increased costs to install elements, but long-term the savings can be considerable. An obvious example is solar powered hot water or photo-voltaic cells on the roof. Less known is that rain water was required to be piped to the laundry and one toilet as a minimum, which may return.

We are concerned that our funds will not meet our building needs, so how do we achieve it?

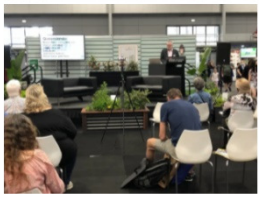
Building costs increase like everything, and occasionally accelerate especially when material & skill shortages occur. We suggest that you consider reducing your area needs, and make some spaces multi-purpose. Also, staging a project can solve this dilemma, so the initial costs are lessened, and when you have more funds in a few years, the building can be extended. Ask us about designing a grand plan to suit future options. We specialise in this and 50% of projects do it.
We encourage using a builder or cost estimator, early. They check costs and report to us and you. In this way we can remain close to your budget.

When should we involve a builder?

If you have selected a builder, it is best to get them involved early, certainly by design development stage as they provide valuable practical input. They help ensure the building work stays within your budget figure, and we can incorporate their preferred building methods. If you would like a recommendation, please ask for some names. The optimum building solution is best achieved by a three-way partnership, between owner, designer and builder. For best results the partnership should be established early on.
Another reason – when times are busy, talking to a builder soon may mean they can schedule in your project.

Where can I get more advice?

We suggest reading magazines, visiting the internet, and visiting home shows.
Peter Latemore gives talks at these shows. Several of those talks and their notes are on our website – Resources on the home page.



These increase over time.

We can talk to you about your specific project, at $300 per hour plus gst.

3.0 Consultation, Proposal, Brief, Concepts

Consultation

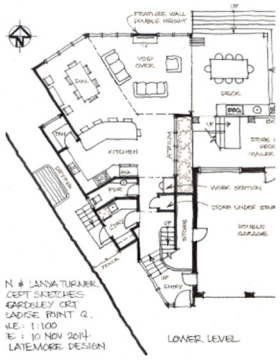
At an **Initial Discussion**, usually during a phone call or via email, Peter discusses what your options may be. It helps to provide the project address prior to this. This is usually followed by a site consultation.
For a **Site Consultation**, during a 1½ to 2 hour meeting, Peter discusses how you can achieve your project needs. This is often followed by a proposal for services. Prior to the consult, we research the many sources of information via authority websites, real estate and aerial/street views.
For a renovation/extension project, we inspect the whole property, and have you explain what you are after. On new buildings, we will visit the site, and then continue the discussion there, close by, or our office.
We discuss the general design options with you, including what is achievable, from the design and structural perspective, as well as cost. We will suggest things you may not have thought about. The discussion often flows back and forth, with options investigated, and we usually get to a rough resolution.
We believe in being ethical, and will advise you about your best options, not just what will win us a job. It is better to lose a prospective project, make a client happy, and have them recommend us.
Having designed so many different projects, means there is a wealth of experience available in providing solutions to occasionally difficult requests. We are often involved because of our reputation for problem solving and, we likely will come up with an innovative solution to your design needs.
We will ask your budget. Better to know this early, as decisions will be based on realism. We can give you a rough budget figure for the building work, due to our constant contact with builders.
Any costing by us should be taken as a guide only.
At this early stage, we suggest you think $3000-4000/m² for a new house, and $4500-6000/m² for an extension. Pavilions are about $4000/m².
During the Consult we will advise you about the many codes from council's town plan and building legislation.
In Brisbane inner areas, many properties will require a town planning application, and we will obtain advice from our town planner prior to the meeting.

Getting it right:
At this early stage of reading this brochure, we suggest that you resist rushing into any final solutions. Let us help you get there. We are specialists at designing to suit your needs, and will point out things that you are not aware of. Please consider this – whatever is built will cost a fair amount, and is very costly to change. We have many clients who were pleased, because their first thoughts were modified by our suggestions.

Strategic Planning
We believe that design planning needs to be done in conjunction with this. This means asking you to consider your short/long term needs. Such as what will be your family's make up in 5, 10, 20 years? Are you moving to a smaller/bigger house in 10 years, or "leaving in a box"? Are older relatives moving in sometime?
Consider these questions, as it helps us to help you.

Briefing Us

It will help a lot, if you have a list of requirements, a short brief of what you want or some pictures of designs that you like. By being clear about what you want and need in your extension, renovation or new house, you will assist everyone involved in the job and reduce confusion.
It would be great, if you could describe to us your household members and the way you live. If you do this, we will become aware of what you need and how to give you a fantastic design. In short, attempt 'profiling' the family, and its needs and desires. See next couple of pages for more detail.
Also, please attempt to come up with a budget, as part of your brief considerations. As mentioned above – we will ask anyway!
If possible, we'd like to see this brief prior to our visit, so we spend your time discussing the possibilities, rather than the brief.



Concepts

After the Consultation, we sometimes provide Concept Design, as part of an Initial Engagement. For an extension/reno, we always measure.
These are computer generated, and mostly encompass floor plans. We add an elevation or two to help explain the idea. We used to hand sketch but found our 3D software is worth starting with.
An advantage of this is that you receive a graphical rendition of the idea expressed on site. The ideas will develop further.
The need for Concepts as a separate exercise will emerge at the Consultation.
Please note that on many projects with a full Contract at the start, we can create concepts as part of the design process anyway.

Consider these points on design planning:

•**Bedrooms:** You need to decide on numbers and size of bedrooms. Should they be grouped together, or with the main one separate? How do they relate to other rooms?

•**Office:** It is common, post Covid, for people requiring an office 'room', not a study nook. Are you needing this?

•**Living Areas:** What types of public areas are needed? Should they be large, small, informal or formal? What relationship is there between these spaces and the bedrooms, and any semi-private areas? Should there be separated living spaces. Include outside spaces ie decks, verandahs and courtyards.

•**Kitchen:** The kitchen should receive the most attention; it is the 'heart' of most homes. Carefully consider its relationship to every other space in the house, and how best to suit your family's needs.

•**Bathrooms:** Will you need an ensuite, multiple vanities, showers or bath, separate or multiple toilets, or special requirements for an elderly person?

•**Laundry:** Is a large one needed, or something within a cupboard? Will it double as anything else, such as workshop, mudroom or sewing room? Where should it be?

•**The entry:** It must be given high priority, how do you want people to begin the journey into your home?

•**Garage:** What parking requirements do you have? Remember boats, trailers etc. Do you have a high 4wd? Do you have one car and electric bicycles or scooters? Would a carport be sufficient?

•**Storage**: Good storage areas will make a big difference in your life- what do you need?

Also consider:

House near Samford

Air:
Do you like breezes, cross ventilation? Casements tend to direct the breeze, double hungs (sashes) allow good convection, and louvres do all of the above.

Kedron Pavilion

Light:
Is natural light important? You may have to consider larger glazing, glazing in doors, skylights or solatubes. We always encourage more natural light.

Toowong Reno

Views:
Are views available? Either to your own land or further. This can have a major impact on placement of rooms, and windows.

Wilston Pavilion

Match:
Is matching your existing house important? This will affect cost, the more 'traditional' features may add some dollars. We usually suggest additions should be modern.

Hawthorne Outbuilding

Looks:
Consider the look of your house: materials, internal style, planning, etc.
Are you broad sheet materials or more traditional boards?
Visit ours & Hardies and Weathertex websites for ideas.

Maleny Cottage

Style: Consider the external look and 'style' of your home. Think about what styles you like: colonial, Queenslander, contemporary bungalow, pavilion etc.

Toowong Reno

Rearrange: Is it possible to re-invent the layout of your house, without necessarily extending? This may save you some cost.

Toowong Reno

Toowong Reno

Inserted stairs

Build-in / **Lift:** Are you wanting to lift and/or build-in under your house?
Stairs: Stairs can be an issue. Are the existing outside stairs OK to use, even if you get wet? Internal stairs are important but take up space - a small bedroom in size.
Ceiling and beams: Consider ceiling heights, going from a high ceiling upstairs (3200 usually) to a low ceiling downstairs (2400 is the minimum) can feel disconcerting. The lower level could feel 'squashed' or dungeon like. A good compromise is 2700. Do you want beams to show downstairs? They'll be boxed and can be incorporated into a coffered look.
Digging: The less digging the better, especially if you are on rock. Most houses can be lifted.

On the next page is a form to help you answer these many questions.

Disclaimer

Advice given in this document is not to be taken as conclusive, unless designer confirms that advice in direct communication with client.

Brief Checklist

If it helps, use this form to circle, tick or fill in your choices, or as a prompt to write some words for us.

Name(s):	**Phone number(s):**
Address:	**Email Address(es):**

Project Type

New House	Small Lot (under 450sqm)	Notes:	**Secondary Dwelling** (Pavilion, Granny Flat)	Studio Style	Notes:
	Standard Lot (450-900sqm)			Mini-House	
	Large Lot (900-2000sqm)		**Carport**	Single (3x6m)	Notes:
	Acreage (over 2000sqm)			Double (6x6m)	
Reno, Extension	Renovation (mostly internal)	Notes:	**Garage** (separate)	Single (3x6m)	Notes:
	Pavilion, linked			Double (6x6m)	
	Deck		**Gazebo**	Open	Notes:
	Extension (rear, side)			Pool house	
	Lift, Build-in (will include reno)		**Pool**	Small	Notes:
	Everywhere (Most of above)			Large	
Notes					

Requirements

Planning	Open Living		Master Separate		**Style**	Character	Contemporary		
	Separated Living		Master Close			Pavilion	Unique		
Outdoors	Yard	Small	Medium	Large	**Office**	Single	Notes:		
	Clothes	Rotary	Flip-up	Extenda		Double			
	Garden	Small	Medium	Large		Study nook			
Living	Formal	Informal	Notes:		**Dining**	Large	Notes:		
	Rumpus	Retreat				Standard			
Kitchen	Layout	Galley	Notes:		**Kitchen Bench**	Island	Notes:		
		Parallel				Peninsular			
		U shape				Size			
Pantry	Corner	Cup'd	Notes:		**Deck**	Standard	Notes:		
	Room	Butler's				Large			
Bedrooms (All with robes)	8	7	Notes:		**Baths**	Family	1	Bath	Shr	Vanity
	6	5					2	WC in	WC out	Linen
	4	3				Powder		Y	N	
	2	1				Ensuite		Bath?	Vanity 1 / 2	
Cars etc	Cars		1	2	Bikes	1	2	**Storage**	Cup'ds + Shelves	Linen	Linen	Broom
			3	4		3	4			Wine	Cloak	Books
	EV				Van				Bulk	Wine Cellar		Crates
	Trailer				Boat					Garden		Pool
Workshop	Y	N	Size?					**Views**	Pool from ?			
Shed	Y	N	Size?						Vista			
Notes												

4.0 Proposal
Including Contract

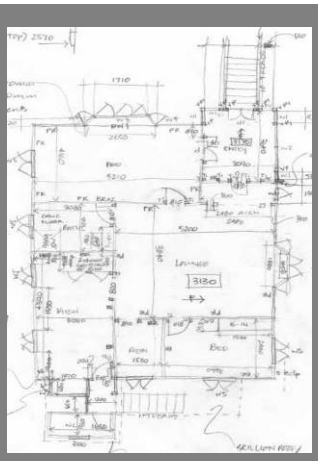
After a Discussion or Consult, if you are considering our services, a Proposal doubling as a Contract is prepared. The proposal confirms the initial 'brief', along with a full listing of what we will be providing and the fees. It includes estimated outgoings for everything up to the start of your contract with your builder.

Proposal Summary

Here is a list of the headings in the proposal and meant to show the type of information provided. Proposals are specific for each job.
If signed, the document forms the Contract between you and us. It is a requirement of our QBCC license and other laws, that we have a contract with you. It makes sense anyway. It has been structured to suit the requirements of the QBCC, and general contract law.

A.00 Details of Project	The usual inclusions – date, owner's name and details, job number, project description, introduction. This section is where signatures occur.
B.00 Brief to Designer	This section summarises what we'll be doing for you, which is usually designing and documenting a project plus managing consultants and liaising with other designers.
C.00 Property Specific Notes	We summarise the most relevant matters relating to the property. This usually includes council codes and overlays, size of lot and its implications, services that may be on the site, and whether a DA or siting relaxation may be triggered.
D.00 Scope of Works	This section is the key to the document, and could also be described as the Brief specifics. Discusses the existing building and/or site, then lists out what is likely to be the project, ie Scope. Essentially this records what was discussed and/or resolved at the consultation, along with any extra thoughts emerging during writing of the proposal.
E.00 Budget	After this Budget is considered. We record what was discussed and we usually then list out each portion of the works with estimates, based on long experience. It is not a guarantee of cost, but is a requirement of QBCC to attempt to estimate budget as an intrinsic part of the Scope and good design.
F.00 Process by Designer	A list of everything that we will be doing, and matters that will be occurring. It reflects the processes presented in this brochure, starting with Site Visit, working through Drawings, to Consultants and Approval. Included are extra design services if optioned.
G.00 Owner to Supply	A short list of what we need from you. This usually is only existing drawings if any, and a bigger brief.
H.00 Designer to Supply	List of what we expect to produce. Starting with Existing Drawings, Concepts, through Sketch Design, Design Development, DA if needed, to Working Drawings.
I.00 Contract Period	Sets down broad timing parameters.
J.00 Designer Fee	We put a fixed fee in the proposal and list out progress payments. We require those payments prior to each of the design processes. Variation rates are added.
K.00 Other Consultants	We usually look after everything, right up to approval. As the Head Consultant this includes managing all consultants and dealing with authorities. This section lists out the consultants, including estimated costs and our management fee.
L.00 Design Partners	We work with other designers as necessary. This requires liaising with them. This section lists out the possible designers and our hours estimate.
M.00 Other Fees	A short list of fees beyond consultants, which often includes Qleave levy in Queensland, QBCC insurance and PI insurance contribution.
N.00 Deposit	Payment methods to pay the deposit sum, if you want to proceed immediately.
O.00 General Contract Clauses	Standard clauses. None are surprising. EG, there is one discussing how we are obliged to handle your privacy. Another details a cooling off period. One discusses payments and offers the possibility of a discount for upfront payments.

5.0 Measure, Soils Test, Surveyor & Brief



A measure sketch
Springfield House 2001

At the start of a renovation project we have to ascertain what exists. We do this with a measure and research about the site and existing building (if extending or renovating). And the surveyor is engaged. On a new building project, we visit site and assess it.

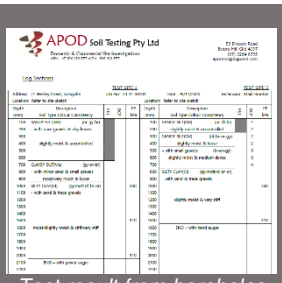
Measure for Extension

The building is sketched and measured, lots of photographs are taken, which involves one or two of us, for a few hours usually. We believe that a thorough measure is essential to ensure all drawings are accurate, and the builder can rely on those documents. Many builders prefer our drawings, as they have proven our existing plans to be most useful. Sometimes we need only do a partial measure (eg for a new deck).

Data we need

We obtain electronic copies of the title plan, services, council BiMap and property data. This is essential to suit council requirements for the site plan, and cross checks any planning restrictions that may be over the property. In addition, knowing where services are, is important, especially sewers and the like. We usually gather this prior to a Consultation.

Soils Test



Test result from boreholes

Building projects depend on assessing the bearing capacity of the ground, and how much swelling can occur. So, soils tests are needed, which is best performed early on.

Soils Tests are undertaken by Geotechnical Engineers, a very specialised profession. We use APOD Soil Testing. For around $700, they come to site with a rig and drill two or three boreholes. They sometimes must use a hand auger, as the rig cannot access the zone. The engineer drills down as far as they can, usually until they hit solid material like rock.

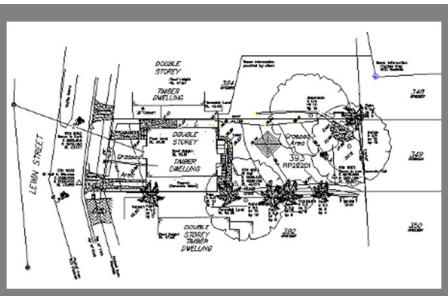
The samples are taken to a laboratory for a series of tests, and a report is issued which aids us and the structural engineer in determining structural solutions.

Surveyor

In addition to our involvement, a surveyor is usually needed. For all new houses and most extensions. Needed to ensure we can design to suit the land, cross check position and height of house, plus obtain floor levels. The QBCC now insists on designers obtaining full site data, including neighbouring buildings, so engineers have more information when designing slabs. Certifiers require checking, if the uppermost roof point will approach 8½ or 9½ metres above original ground level. When the proposed works is on or near a boundary, we may need a surveyor to re-peg your block. With many lifted houses, a surveyor is required to provide a height certificate.

New blocks

On most house blocks in new sub-divisions, your developer will provide you with a contour map, and a plan showing the location of services. Please ask for this if they have not handed it over. Make sure the contour map represents the actual slopes, and not the preliminary version before the subdivision was done. This is useful info, but we usually still need a full survey.



An example contour map from a Surveyor. It not only shows the contours, but the existing house, drive, trees, in 3D. We obtain surveys in AHD (Aust Height Datum), which ensures all information is calibrated to a common standard. On most we also ask surveyor to provide a 'natural ground surface'.

GATEWAY SURVEY & PLANNING

Gateway Surveys

We use Gateway Surveys as they are great surveyors for smaller properties, especially residential. They provide us with CAD versions, which are very useful, especially as they give us 3D points. They give surety of what actually exists on your property. They have highly developed equipment such as special measuring equipment for roof ridges.

Existing Drawings

On extensions, we produce 'Existing Conditions' - existing plans, elevations, sections and 3D views. We produce quite accurate existing drawings based on our thorough measure, and the survey data.

Additional Brief

On most projects we have an additional major brief taking session, after we have produced existing drawings or thoroughly assessed the site for a new house. We usually do this in our office.

6.0 Design

Concepts, Sketch Design, Design Development, DA, + Early Consultants

Design Focus
We have a strong design focus and are keen to obtain the best design solution for you. This can take a little time, but you'll end up with a wonderful place to live!

Concepts & Sketch Design

This is needed so that you can see on paper what has emerged at an early stage. On some projects we begin with computer generated Concept Sketches.
Sketch Design is an intensive process, whereby we gradually create a building fabric on the computer, that encompasses your needs. After much sketching and discussion between us, plans, elevations and sections are produced, and often a few 3D views, showing very broadly what is intended.
These views are done in Revit, and will show most things, but not every element. You now look at what has emerged, with your comments incorporated into the next stage, along with our own additional thinking.

Design Development *(or Full Sketch Design)*

Design Development further develops the project, proving that the scheme is possible. We always modify and progress from the stage above.
Design Development is necessary, so that the project is mostly designed, before we progress to working drawings, or it steps into a DA. Again, you comment, with revisions to the design done before we proceed.
We usually include plans, elevations, sections, and many 3d views, plus sometimes dimensions and window schedules. On an extension, the existings are included, so you can see how the works will affect the building.
Once we have created the design, it is time to fine-tune. Before discussions, it is advisable for you to "live" with the design. By that we mean for you & the family to imagine living in the house. Go through a whole weekday and weekend, in all seasons. Consider the same days, but with visitors. And try again, but in 5 or even 10 years' time. Is the design working? In addition to this, try to imagine furniture throughout the house. We often show furniture.
During this stage (or before) we may check the design with others including interior designer, certifier, energy efficiency consultant, town planner and engineer. We often involve them before we even do Concepts.

New House sketch design
An example of our 3D images

Your psyche
Your house has an effect on your psyche, which we understand. For example, daylight has been proven to have beneficial effects on your well-being, and bringing in natural light is important. Colours have an effect too. Can we help improve your environment?

Builder or Cost Estimator
We recommend that a builder or cost estimator provides a budget estimate at or before this early stage, before too much has been spent on drawings. Most of our network of builders will help with this, although this has shifted more to using a cost estimator.
If modifications are needed they can be incorporated into the working drawings. Budgets usually have the biggest effect on your thinking; common results are to reduce the scope somewhat or change finishes to cheaper options. Although, we have cases where the works were increased.

Shield sketch design, in 3D.

These types of images really assist you in understanding what we are developing. We can even do internal views, and walkthroughs.

Cost Estimator (if builder unavailable)

We have deduced that engaging a cost estimator (sometimes called quantity surveyor) at sketch design stage ensures that the project can be kept within budget. We can recommend someone.
They provide a cost-effective service and produce an accurate budget estimate at sketch design stage for between $1000-$1500 for most projects. That is in the form of a range of possible cost, and we have found estimates to be within 5% of the actual. In fact, many builders now use estimators to quote. By having this done by an independent party, a great deal of control is placed in your hands, as you can say to a builder later "we know it will cost $x, and are you interested?" Builders love that an owner is realistic and know they are not wasting time in quoting.

We like to keep your project within your budget.

7.0 Authority Approvals

DA + Siting Relaxation

A set of DA drawings is quite different. DA documents must describe the project in very specific ways so council obtains adherence to its interpretation of the codes. Include are complex items like streetscapes, shadow diagrams, building envelope diagrams, even views from neighbouring buildings.

Development Application (DA)

Many projects trigger a DA, so we check with our town planner before this stage. If required, we produce DA drawings. These add DA specific detail and are handed onto our town planner who advises on necessary adjustments. They may discuss the project with council to obtain further requirements.
We adjust our drawings, town planner prepares a thorough report, and submits the DA. This may include liaising other consultants, either direct or via us.
The town planner organises the council fee and advertising costs.
During the assessment process, some changes may be needed, prior to final approval being given. A DA may add to our fees, as per the Fees Schedule

Streetscape for Town Houses – Enoggera

Brisbane TOWN PLANNING

Brisbane Town Planning
Peta Charles is very knowledgeable about the BCC's City Plan, and her specialty is residential projects. Her extensive experience gives us superb insights into the real nitty-gritty of the Plan. She even advises how to avoid DA.

Other consultants
Some housing DAs require extra consultants, as do all other building types. EG Landscape Designer, Hydraulics Designer, Engineers in Fire, Sound, Civil & Structural, Air Quality, Traffic and the list can go on.

DA triggers
On a house, DA's occur when the project triggers an aspect of a code that requires the DA, or the works are outside the allowable solutions of that code. An example of the former is changing the front of a character house, while the latter can be by a residence on a small lot that is larger than the prescribed building envelope.

BRISBANE CITY

Moreton Bay Regional Council

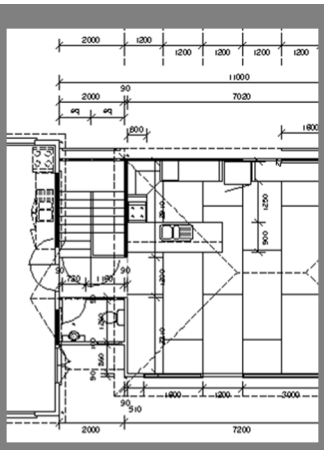
Redland CITYPLAN 2015

A Note about Town Planning Issues
City Plans have many design codes, some of which relate to your property. EG, extensions to most pre-1946's houses are subject to planning restrictions, requiring town planning approval. A property less than 450m² is influenced by the Small Lot Code. We are familiar with most issues, and can advise you of the implications, usually prior to writing the proposal. City Plans are large living documents, so we insist on using a Town Planning Consultant.
Timing of the approval is very hard to predict, and we feel it important to mention this. Councils can take quite some time to respond, even some months.

Siting Relaxation

A Siting Relaxation can be required, and sometimes in addition to a DA. The State's rules are outside those of council, controlled by the Queensland Development Code (QDC). These can be 'relaxed' by council. These generally refer to setbacks, eg a carport sitting within the front 6m setback, or a structure being closer to a side boundary than normally allowed.
The process is controlled by our certifier, who we often contact earlier if we think a Relax is triggered. We create a specific set of drawings, similar to DA. You must discuss the project with neighbours, who hopefully provide approval. Done online in BCC after submission, or a form with other councils prior to submission. Our certifier assesses the drawings against QDC, and submits this online to BCC, or via email to other councils. Please note the relax fee is around $700 per trigger, plus a management fee from our certifier. Council may want to negotiate, which we do in conjunction with our certifier, on your behalf, reporting as needed.
Timing? Councils take between 3 and 6 weeks, sometimes longer when busy.

8.0 Working Drawings



part setout plan for a pavilion extension

After dealing with Design Development and/or DA, and/or Relax, Working Drawings are then commenced. The term 'working' means builders 'work' from them. Initially produced are the 'design' drawings including site plan, floor & setout plans, elevations, sections, 3D views and schedules. On most projects we issue these, so you see progress. At the same time, we engage our engineer, and they and we proceed con-currently. On most projects we start with our engineer earlier. Then we continue producing more and more drawings to document your building. As well as more on the 'design' drawings, eg electrical, we produce the 'detailed' drawings. These include footing and slab layouts, details and notes.
On very rare occasions, we also frame the building, adding framing plans, bracing plans, and tie-down & wall framing schedules. Our engineer assists in this, and they certify our documents. They must by law design/document slabs/footings and may produce separate drawings.
We take the time to ensure all potential problems are resolved prior to your builder quoting on the job. We also pride ourselves on comprehensive drawings that reflect everyone's input and we have awards for documentation.

Extra Drawings
As we use Revit, a full 3D modeller, we can also produce things like demolition plans, RCP's (Reflected Ceiling Plans), real structural 3D's, & proper perspectives.

A set of drawings can be around 30 A3 sheets on a new house, and up to 60 for an extension. This may seem a lot, but we believe in 'telling' the whole story.
A point of difference between us and many others is that we usually show real things and most of the structure. So we really understand how buildings are put together, and this is reflected in our design confidence. Since 2023, waterproofing and Livability detailing has added to our workload.

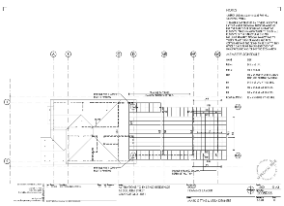
Changes
Discouraged by us during working drawings, as you will affect an increasing number of drawings, and instigate costs.

Normally we don't produce a schedule of fittings and finishes, but are being asked this more, and usually hand it over to our interior designer. This can be left between you and your builder, and does take time. We often include renovation notes though for large extensions on the drawings, to ensure most matters are dealt with.

9.0 Finishing Consultants

Before submission to the certifier, relevant consultant's input will be arranged. We liaise most of these consultants on your behalf, with you engaging and paying them. By this stage, the surveyor and/or town planner would have had their input, and the engineer would be engaged.

AD.STRUCTURE



adstructure.com.au

House of Stars

houseofstars.com.au

Q-BEARS

qbears.com.au

Engineer

We engage our engineer to arrange soils test (if we have not done so), and structurally assess and advise on each project, plus design structure. A geotechnical engineer's report is required, for all slabs and footings.
On most of our projects the engineer designs and documents the structure. We provide digital underlays to assist with this. Fee is usually 2.5% of building cost.
We use ad.structure (Adrian Dine), for all civil and structural engineering. Their services are worth every cent as they find solutions that are cost effective, and are good at resolving the more difficult, especially extensions and unusual sites.
We usually involve ad.structure much earlier, as mentioned above.

Energy Efficiency Consultant

Prior to approval by the Certifier, a certificate of energy assessment is required, based on the completed drawings. An assessment is about $600. On many projects, the Certifier obtains this directly via our preferred assessor, House of Stars.
On more complex projects we use Q-Bears, whose service has proven very useful since the introduction of the efficiency rulings. They take our design and input a huge amount of data into software, and then advises us if anything needs adjusting. This usually entails modifying some window sizes and glass, increasing overhangs, and ventilation flow paths.

Hydraulics Designer

Some suburban projects will need this, especially those with overland flow issues – a state government directive since Feb 2022. On un-sewered properties, an on-site treatment system is needed, which requires design by a consultant, or design of adjustments to an existing one. Some projects require a roofwater assessment. A few councils require more. Cost ranges from $500-$3000.

Neil Blair & Associates

Neil Blair, a plumber originally, and a qualified hydraulics designer, has a wealth of knowledge and solutions. We use his skills to design septics, specialist stormwater design, overland flow eegress, box gutters and unit hydraulics. He has managed to resolve issues on some of our projects, which at first had appeared too hard! Please note sometimes we need geotechnical engineer to check sites for septic.

10.0 Interiors + Options

DfL
Interiors Designed for Living

Our Interior Designer
Josie Regan

In our proposals we offer some options, like renderings, colour co-ordination and site supervision. Not everyone needs this, but we can help you in more ways than just designing and documenting your building.

Two of the major cost items in a house are the kitchen and bathroom. We prefer to pass you onto an excellent Interior Designer who we then work with. Ask us to explain this further. They produce design drawings of these areas to assist your selected cabinetmaker and bathroom fitter.

Many of our clients ask us to help with colour and finishes choices, as they find it helpful to brainstorm options with professionals. The project will determine the best way to help you, whether it is us or our Interior Designer.

11.0 Certifier *(Council Submission)*

Council submission:
Approval for any building work is required, including extensions, carports, pergolas, and decks. And pools including gazebos.
The only things that are exempt are minor internal renos, small garden sheds, horticultural items, and fences. Note that authority fees can vary at the authority's discretion.

After completion of the drawings and consultant documents, we submit the job for approval. This is via a private certifier. Approval fees are $4000 or so, excluding plumbing fees. On new houses the plumbing fee adds about $500-$1000. Since 2023, a Livability checking fee of $1000 is required. The application requires all the documentation mentioned above, design certificates, building application fees. Some projects require more, eg hydraulic drawings, approved DA documents, surveys.

There are a few other things required by the certifier, such as QLeave Levy for projects over $150k, QBCC insurance, and the builder often deals with this. Most projects require an energy assessment certificate. We look after all these matters with the certifier, on your behalf, and include the costs in the proposal. Prior to submission, drawings are given to you, so you can cross check and the builder can quote. Hopefully when the work can proceed, you will have a quote.

What does the certifier do?

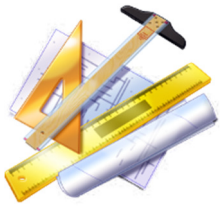
A lot! You would be amazed at the complexity of the task. The certifier inspects the drawings, looking for adherence to many codes, and usually finds very little to worry about, as our drawings are fairly specific. Those with issues, we attempt to resolve quickly. Some projects we discuss with our certifier before this stage. There are two phases – assessment, then final checking and lodgement to council after certifier is supplied with your builder's QBCC insurance certificate and proof of paying QLeave Levy. Please note that legislation prohibits drawings from being released (i.e. stamped), until all this is done! Your builder cannot start on site until they possess stamped drawings and a decision notice. The certifier also deals with the plumbing application, siting relaxation application (if needed), and other such matters. Certifier is responsible for at least one inspection, at final. The engineer must inspect for structural integrity at all footing, slab & frame stages.

BUILDING APPROVALS & ADVICE
ADVICE YOU CAN BUILD ON

Building Approvals & Advice buildingapprovalsandadvice.com.au

Michael Tyrrell and team, are very knowledgeable certifiers. They are thorough, and check our drawings carefully, which we find comforting. The approval process is complex and BA&A pride themselves on providing a clear path through it on your behalf. All in the industry know BA&A. Our builders like dealing with BA&A as they are practical within the rules and provide them with confidence.

Building the Works



Cost Estimator

If you optioned it, our cost estimator can 'quote' the project, which is far more detailed than the budget estimate earlier. This costs $2-4k on most residential projects, and is an extensive list of everything needed to build, including materials, labour and builder's profit. Again, this gives you incredibly valuable data, which is useful in negotiations with builders. You can choose to hand the info to them at any stage too.

Contract

Time to build! If not before, you will now enter into a contract with your builder, which is both recommended and stipulated by legislation. This is a detailed document, and we suggest you obtain a copy from your builder (or the QBCC) to peruse at an early stage. All contracts should be 'fixed price', or be mostly that. A 'cost plus' version is possible, usually for the doubtful sections, although on many renos this has become standard. Ring the QBCC possibly and obtain an owner's kit. Most builders use the contracts issued by HIA or QMBA.

Deck under construction

Builder

Your builder takes complete charge from this point on. We could write a great deal, but that is not the intent of this brochure. Suffice to say that you should listen to your builder, ask questions, and help them help you. A renovation usually requires more discussions than a new house, so be prepared for some loss of time from your normal activities.

Of course you may elect to be an owner-builder but be aware of the immense difficulties you can encounter. We strongly advise contracting your job with a builder. Please note we, most engineers and certifiers no longer service owner-builders, so if thinking of it, you may need to find other consultants that will assist. The risk is too great for most of us, as PI insurance is overly high to cover a very small number of cases.

Duncan pool bathroom

Fittings & Finishes

This is the one area of the job where you the owner will have to make the most decisions. You can engage our Interior Designer to look after this. We suggest you obtain from your builder a list of every item that they will need your opinion on. Get this early on, as it will save time. The list could contain:
Bath, shower, wc, vanity, and fittings. Tiles and laying pattern. Power point style. Light fittings. Laundry tub & fittings. Door & window frame colour, and hardware. Robe fitout. Floor coverings, (the builder may not be supplying these, but needs to know what sort of material will be needed under your coverings)

Inspections Process

The approval process requires inspections by the certifier and engineer, of which there are at least three or more, all arranged by your builder. The engineer is required to inspect anything they have designed, especially slabs. The certifier/engineer is looking for compliance with the drawings:

Footing/Slab

The engineer has to see your site prepared for any concrete pour. Increasingly certifiers are required to inspect also. The engineer will inspect holes for post footings (but not 4 or so), trenches for strip footings, slab preparations. This may be required more than twice, as more than one concrete pour could be required. They will make sure that correct depths are achieved and that the right reinforcement is in place. The certifier must ensure other matters are correct, eg correct location, waterproofing, stormwater/plumbing preparation, termite barriers. This is increasingly met by certificates from suppliers and contractors.
Note that the engineer's inspection fees are in addition to their design fees.

Frame

After the frame is erected and before all the cladding is applied. The engineer can see that all members and all fixings are correct, and advise as needed. Certifiers require a surveyor's setout certificate.

Final

Literally that. At completion, the certifier will issue a final certificate. This is your legal assurance that the final result has received full approval. They will also request all manner of certificates from your builder, such as termite control, waterproofing, window, and many more. Every project will have something outstanding, but do not panic – your builder will sort this out.

Reno – Hamilton
An extension & renovation, rear shown here, nearly finished.

House – Maleny
A new large house, shown here, at framing stage.

Comments

We are here to help -
If you need advice at any time please call us! Phone calls now and then are fine.

We welcome inquiries after our involvement, but we cannot enter into discussions that particularly relate to building methods or contractual matters, as we have no role as per the building contract. We like to visit your site to watch progress, purely out of interest, as each job is different and there is always something new to learn. On some projects we are engaged to assist with advice on a regular basis. Our proposal lists this option in more detail.
We are happy to give advice over the phone or via email, if it remains under 10 minutes. If a site visit is requested for advice, we may need to charge.

The Builder

A builder on a pavilion

The relationship with your builder is of utmost importance. It has equal status to the amount you have been quoted. There must be trust between you both, because if problems occur, there will be delays, more cost, and if things 'go bad', involvement of the QBCC. We suggest you give each quoting builder exactly the same information. Try to prepare a list of items that will be included on your job - such as particular fittings and finishes. Be specific. If unsure of something, choose something in the interim.

We recommend the following:

- Ensure your property is correctly insured, especially on renovations.
- Involve your builder earlier than later.
- Find out what sort of philosophy they apply, and what sort of relationship they have with their subcontractors.
- Get used to confirming things in writing, even a regular dot-pointed email.
- If renovating they will spend a lot of time in your home, so you need a good relationship.
- Try to get recommendations from other owners about your builder.
- If renovating, make sure they have done renovations or extensions before.
- Be realistic with them about your budget. Hold back say 5-10%.
- Be aware that it takes a builder a long time to prepare a quote, so be honest with them and tell them how many others are quoting - we suggest no more than 2 or 3 good builders.
- If you get more than one quote, be aware that it can be difficult to compare them on an equal footing. Consider time to complete, start date, if they included everything. You must ascertain such intangibles as trust, recommendations and supervision. Supervision is a major factor with extensions, as decisions must be made more often than with new work. Ask your builder how many jobs they run at a time and if they are on site themselves; or if they have a good supervisor.
- You may be wondering how builders and their suppliers and workers relate to each other. It takes several years for builders to obtain a good network, and paying a little more to a good builder ensures you are obtaining access to good operators and reliable suppliers.

The Contract

Contract Research:
For more information contact your library, the HIA, QMBA, or the QBCC. Along with TAFE they run courses assisting new owners.

Please read it carefully and get advice on any contracts that are non-standard. Contracts issued by the QBCC, QMBA, HIA, are the industry standards and are fair to both parties. If concerned, consult your solicitor. Cost plus contracts are discouraged by QBCC, but allowed in some circumstances.
As part of signing a contract, you are entering into a payment regime. There are clauses in contracts that relate to non-performance of either party, especially payments from you.
If you tell a builder with a letter or verbally, that they have the job, you have initiated a contract in common law. This is also known as a 'letter of intent'. Most jobs will have areas that are still undecided at contract time. They are called pc (prime cost) items or provisional sums. These are best kept to a minimum as they add cost and time during building. From the outset, put everything in writing (easy with email), especially time extensions or variations, as your builder is likely to anyway.

Changes

Try not to make them. There will be some but remember they usually cost more, delay the job and frustrate the builder; so be sure of the variation, and don't change your mind later. For every change, the builder should issue you with a written variation notice, prior to proceeding, and you are advised to insist on it. Be aware a builder is entitled to an extension of time and administration costs, if you vary the works. Get used to confirming things with emails. This is recommended as it is the only way to solve problems, if they occur.

Don't Stress!

Stress

You and your family could suffer stress while the building work is happening. So as a friendly suggestion, be aware beforehand of frayed nerves. If undertaking major works in a renovation, you would be advised to move out. We have personally done renovations, and here are some suggestions. There will be dust, noise, early starts, increased family squabbles, and some loss of privacy. We suggest such things as setting ground rules with workers, know what you want, keep a sanctuary room, have good communications with your builder, work out what will happen to the facilities - stove, wc, bath. Also you will find that having builder types on your doorstep at 6:30am every morning will eventually become too much, no matter how well you all get on. So have patience as it will be worthwhile in the end.

With a new house or major reno, be prepared for regular visits to the site, and arrive as calm as you can so you are ready for decisions. Do not take your kids. Learn to only speak with the builder or their appointed supervisor or have them with you when talking with subcontractors. Never instruct a subcontractor – the builder does that.

Looking after Your House

In addition to the usual maintenance that you would expect, here are some extra pointers.

Maintenance & Your Builder

Your builder has a defects liability period as set by the contract. This means that for a limited period (usually 12 months) the builder will repair any building defects. If you have contracted with a reputable builder, this will be no problem. There is a much longer structural integrity period, if needed.

Slab & Footings

Your house sits on either a concrete slab or pad footings. If that ground moves, the footings also move, and the house will try to accommodate. The engineer has designed the footings to have minimal movement, but some can occur. To minimise movement: avoid over-watering close to the house, avoid putting gardens too close to the house or install subsoil drainage to direct the excess water away from the region. In dry weather you may need to increase ground moisture to prevent foundations condensing away from the footings (contact your builder for advice), do not plant trees next to paths and footings. Read the Geotech engineer's report for advice.

Ground Levels

If your house has a slab on ground, you must keep the ground level down below its inside level. This will help prevent termites, which can use that ground as a means of access to your timber, and keep water out which when allowed into the building will begin a slow process of deterioration.

Ground next to a slab is supposed to slope away for a short distance to prevent ponding, and the builder is required to leave it like that. If you have higher ground nearby, ensure storm water will flow away from the slab. Install dish drains or concealed drains maybe.

For an elevated house on stumps or posts, the above situation rarely occurs. But on sloping sites, one side of a house could be close to the ground level. It is essential that an air gap is maintained between the lowest timber member and the ground. If you place slats or the like in this space, ensure you do not create a bridge for termites to get from the ground to your house timbers.

Inspections by owner

If you have any problems in the defects liability period, contact your builder asap. If you delay, and the situation escalates, you may be liable for some of the cost. Do not get others to fix the issue, as the QBCC requires the builder to deal with it in the first instance.

As part of changes to termite control legislation more responsibility is required from owners to watch for termites. It is also the builder/owner's choice of what sort of protection they will require. Choose between termite barriers and/or termite prevention. Barriers are physical materials that prevent termite access or cause them to create a mud bridge that is then visible. Prevention is via chemical soaking of the ground, or by using materials that are termite protected, such as steel, concrete, masonry, or treated timbers. You should discuss this with your builder prior to signing the contract, and most likely, they will bring it up. Keep bridging methods clear of the house, such as ground or firewood.

Afterwards and us

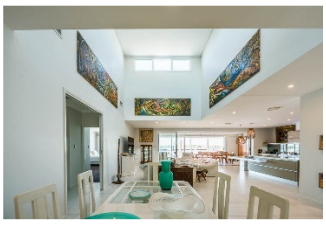
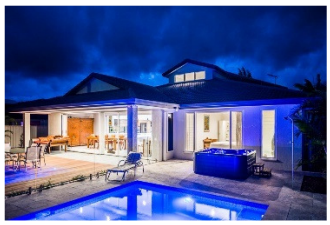
We like to keep in touch with you after everything is finished. We may even ask if you'll consider letting us enter your project into awards. Here are some examples of major award winners from the past. We are multi-award winners from BDQ, HIA, National Trust and Quest.

Awards


Woodland Pavilion Extension, West End
State finalist, BDAQ, 2020.
A fun addition to the rear of a character cottage. Transformed a very tight & dark two bed house into a generous four bed home with lots of light.


Baumann Lift & Build-in Renovation, West End
State finalist, BDQ, 2021.
Transformation of a 2½ bed run-down house, into a decent 6 bed house ready for renters. All on a tiny lot of 197sqm. Tricky DA & BA negotiations, all solved.


Panetta Recording Studio, Nundah
State award winner, BDAQ, 2005.
National award winner, BDAA, 2006.
A fully sound proofed and sound-controlled space. Very technically difficult, but the result is an amazing environment, much appreciated by musicians.

Cosmos Ave Renovation, Bribie Island
State finalist, BDQ, 2022.
We turned a dark & constrained block house into a light filled and open home with a massive clerestory and huge doors onto a rear terrace, to take advantage of the expansive canal views. We even made room for large artworks.



Wilcox Outbuilding (Pavilion), Balmoral
Winner, HIA, 2005.
Similar to Hawken pavilion, this 32sqm small building is located to the side of the existing house. It is multi-purpose too, and changes use during the year. A mini-bathroom is at the back, and there are "pop-outs" for a day bed and study nook.


Heritage Conservation & Pavilion Extension, Wilston
Winner, National Trust, 2001.
A major achievement for us, and still proud of it. This house is heritage listed, and required careful design and negotiation with EPA to achieve owner's need for renovation and added living space. We did two more projects on this house. We have another award from National Trust in 2003.



Treehouse at HIA Expo
State award winner, BDAQ, 2009.
National award winner, BDAA, 2010.
In conjunction with Ben Hennig.
This is the most awarded of three features we designed and organised for HIA Expos at Brisbane Convention Centre.

We have won 5 awards so have been admitted into the Silver Hall of Fame.

Quest Newspapers - Brisbane City North
Winner,
2006+07+08+09+11
Professional Services
A very major success for us as a practice. Won against many general professional service businesses. Indicates we are running a successful business, not just an award winning design practice.

Glossary

We have been asked by a few clients to include a list of terms and their meanings. Mainly the words that are peculiar to the industry, as used in this brochure. Hope it helps.
If you see any other words you would like explained, please contact us.

Building Designer	What is a building designer? Well – fairly straight forward. We Design Buildings. The term building designer is a generic world-wide term applicable to architects and engineers. Many Building Designers were drafters, but any new licensees are now required to have tertiary qualifications. Peter Latemore has a degree in design, so as a qualified professional is at the top level of building designers. Another way to think of what we do – "We design the fabric for your spatial needs". Building Designers are governed by the Queensland Building & Construction Commission (QBCC), whereas architects are dealt with by the Architect's Act, and governed by the Board of Architects. We are similar in many ways, unique in Australia.
Brief	A listing of what is needed by an owner for a building. Can be huge, or just a few words. For new houses or large renovations, we suggest you write a few pages, or we will convert a design discussion into a formal document.
Sketch Design	This term relates to us, your designers, attempting a design solution, and then showing you the result, in basic form. We joke that designing houses is like throwing 50 balls in the air and trying to catch the lot!
Design Development	After Sketch Design, we 'develop' the potential design solution, by further detailing the model, and adding more elements. We are really testing the Sketch Design, and often adjust it.
Working Drawings	These are what everyone uses to 'work' up or build the house. Extensive set of documents, from site plan, floor plans, elevations, through to framing plans and details. We are very proud of our level of quality and are always looking for ways to improve them.
Certifier	All building approvals in Queensland are privatized and performed by Certifiers. They are also known as Building Surveyors, both here and the rest of Australia.
Geotech engineer	An engineer who specialises in assessing ground conditions.
Structural engineer	An engineer who designs structural elements to cater for all the loads imposed on them, from dead and live load, to wind loads.
Real Property Description (RPD)	The term is used to describe a parcel of land, other than by street address. Used to be by section and portion numbers, but now is simply a Lot number, on a Plan number.
BiMap	BCC's own graphical interface which shows absolutely everything in the city, from cadastral, contours, through to all services. Also known as PDonline.
Preliminaries	A term we use to describe all things necessary, before building can occur.
Proposal	Our extensive document, listing out all that will occur, and the fees, right up to building approval.
Progress Payments	We split our fee into manageable portions. Invoices are sent before we commence a stage. There are 3 or 4 during our involvement. This term also is used during a building contract.
BA	Building Application. This is made to a certifier, who checks the documentation against the BCA and SBR, and any DA.
DA	Development Application This is when a project requires assessment against a town plan, prior to a BA.
DTS	Deemed To Satisfy. Often applied to specific parts of BCA, like energy assessment.
BCA **SBR** **QDC**	Building Code of Australia, the overriding legislation for all building. It is also part of the NCC, National Construction Code. SBR refers to the Standard Building Regulations within each state which empowers the BCA. QDC is the Queensland Development Code which has many parts, which are like extra specific requirements over and above BCA and town plans.

Past Personnel

In recognition of the wonderful people who have helped Latemore Design in previous years:

Bernie Hodgkinson	1988-1996	Brilliant drafter, as sub-contractor, helping Peter in the 'early' days, as we went from hand drafted plans through QikDraw to AutoCAD.
Alan Brind	1992-2001	Highly skilled Building Designer, as occasional sub-contractor, helping Peter with working drawings on AutoCAD.
Jess Jackson	1999-2005	Architect, as occasional sub-contractor. Rather clever at understanding client needs, and seeing solutions, and great at documenting.
Diana Davis	1999-2003	Occasional sub-contractor, then became a Building Designer, after influencing us into more innovative design and business thinking.
Peta Dennis	1996-2004	Architect, as occasional sub-contractor. Now a well-respected Heritage Architect. Has highly developed heritage skills.
Joanne Croyden	1995-2005	Administrator employee, taking us from a sole operator scale to a full practice.
Kate Woods	1999-2006	Building Designer employee. Highly talented designer and documentor, with superb skills across every facet. Ran own practice, now a costing consultancy.
Yara Barrozo	2002-2011	Brazilian architect as Building Designer employee. We sponsored her immigration to Australia. Brilliant designer with superb communication skills. Now running her own building design practice.
Annelise Spurgeon	2012-2017	Mainly did projects in collaboration until mentored sufficiently to be licenced. Occasional sub-contractor too. www.asdesigned.com.au
Andrew Beaman	2007-2019	Building Designer employee. Superb designer and documentor, with superb skills in Revit. Works for large modular building company.