



# BUILD YOUR HOME

Project Briefing Guide



[www.djhomes.com.au](http://www.djhomes.com.au)

# About Us

At DJ Homes, we understand that the most important thing is service. Of course, good design, building quality, and value for money are all important parts of our offering, but, we set ourselves the challenge of providing our clients with a level of service that they expect because it ensures the experience of building a home is as good as it should be. It is easy for businesses to say they will provide you with the best customer service, but what does that mean?

Our Project Briefing Guide is designed to explain what you can expect from us during each stage of the process and inform you on what you need to complete before moving to the next step. Communication is vital to providing the level of service that is to be expected, and it is a two-way street.

We encourage our clients to ask questions throughout the process so that we can clarify anything that might arise through the build rather than let them remain unresolved. Adhering to our process will ensure we can provide the best level of service. However, we understand that different situations may require slight adjustments from time to time,

For those starting from scratch, we have a stage as part of our preliminary steps called 'Design and Estimate' where we partner with N1 Creative to produce a customised design and provide you with feedback and estimates. This process is designed so that we can design a home that meets the requirements of your block, budget, and individual needs.

For those already with plans, start at Stage 2, where we price your home as the initial step. You can then follow the stages from there or customise the process, as you may have already selected some of the inclusions covered in the rest of our process.

We hope that reading this document provides comfort around an undertaking that can be daunting for some. While custom designing a home can be a more complex process than a project home, we feel that simplifying the process through stages will deliver a superior product designed for you.

We hope that working with DJ Homes will deliver excellent value for money and an enjoyable and exciting experience, which is what building a new home should be.





## Stage 1

### DESIGN & ESTIMATE

*Work with us to design a home to suit you, your block and your budget. Receive accurate estimates to help make decisions on what you would like to include in your design. Complete your plans ready for selections and approvals.*



## Stage 2

### PRICING & SELECTIONS

*As a first step, receive detailed pricing based on our inclusions list. Then work with our partners and team to customise your selections and complete finalised pricing.*

**2-6 months**

**3-6 months**



## Stage 3

### PRE-CONSTRUCTION

*Our team will take on the task of seeking the relevant approvals for your build. Contract signing can take place at different stages of approvals and selections which will be discussed with you.*

**2-6 months**



## Stage 4

### CONSTRUCTION

*Enjoy the exciting part of the process, watching your home being built. We will provide you with regular updates and you will take part in the site visits so you will be kept up to date with the progress of your build.*

**5-9 months**



## Stage 5

### HANDOVER & POST-CONSTRUCTION

*Our thorough handover process will ensure your expectations are met and you are delivered a home finished to the quality you expect. Our commitment to you does not end here, though, with a comprehensive maintenance and warranty period to follow.*

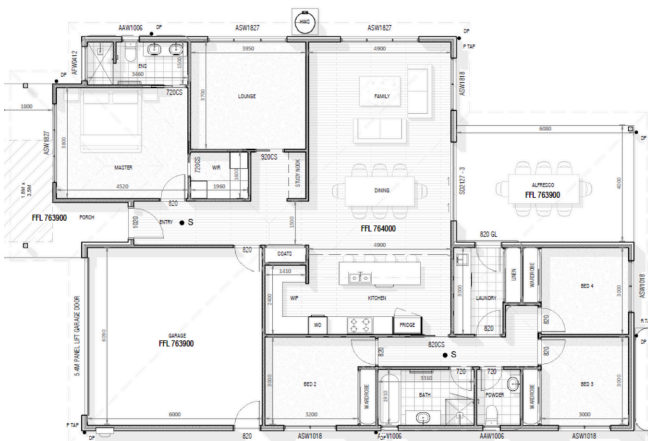


## Stage 1

# DESIGN & ESTIMATE

- Meet with DJ Homes to discuss your ideas and ask any questions about the process or our business in general.
- Meet with the team at N1 Creative to start the design process. We will have you complete a custom design guide leading to this meeting and encourage you to bring your ideas and inspiration to help us understand what you are after in your design. We have set pricing, if following this meeting, you would like N1 to complete a concept design to suit you and your block; single-storey designs are \$2,000 and two are \$3,000
- A concept floor plan is then developed based on this initial design meeting with N1 Creative, which you will receive in 4-6 weeks. Once completed, DJ Homes will review it before sending it to you for consideration.
- Meet with DJ Homes to discuss the concept floor plan and what you like and maybe don't like for us to change the floor plan as required. Depending on the number of changes, we will either estimate the initial concept or make changes before providing those estimates. Estimates will be provided on our inclusion list and lead to a discussion about where that sits with your budget.
- Once we have a clear direction with your floor plan, N1 Creative will update the floor plan as required and develop elevations. Before doing so, they will provide you with a fee proposal to complete the design, depending on what is involved in your design. DJ Homes will apply a 20% margin for the work involved in completing the design and for our expert advice and management of the design process.
- Changes are made as required (1 major and 4 minor revisions included) before completing 'Plans for Approval'. To complete the plans and progress to detailed pricing, we will need a contour survey (vacant land) or detail survey (knockdown rebuild) completed by a registered surveyor, which can be organised by DJ Homes or yourself. Where possible, we recommend you have done this before the concept design. Each revision of your plans from N1 Creative can take up to 4 weeks, depending on what is required with the changes.
- The cost of the plans and any costs incurred before contract signing will all come off the total build price when the time comes to sign a building contract. If you choose not to build with us, you own the work.
- You have paid for work with no copyright held by DJ Homes once any outstanding invoices have been paid.





## Stage 2



## Stage 2

### PRICING & SELECTIONS

- DJ Homes will complete the first round of detailed pricing for your consideration based on our inclusion list. For clients working with us on their design, this is at no cost. If you have your own plans, it comes with a fee of \$750 to ensure we can spend the time required to provide accurate pricing.
- We provide a guarantee on the estimates. For those clients who work with us on their design, DJ Homes will pay for any design changes if the estimates are more than 10% over. For clients with their own designs, we will not charge the \$750 fee for the pricing if we are more than 10% over.
- You will then book a detailed pricing meeting so that our team can answer any questions you may have on the pricing and what has been included. We will also discuss the selection process with you, which will be customised for each client based on various factors.
- Selection with our team will involve a roughly 2-hour meeting in our office to make selections from the included schemes, and you will have the opportunity to talk about the process and costs involved in going outside of the selections. For our clients who would like more customised options for their inclusions, you will meet with our partners at Dept of Design, who will run you through a professional selection process that will take 6-12 weeks to complete. Pricing will be provided for this work before commencing this stage.
- Further to the selections made from our schemes or with the Dept of Design, you will also be taken through options for selecting items, including joinery, heating and cooling, cladding materials, appliances, and tapware.
- Once we have your selections, we will update your detailed pricing with them and provide you with revised pricing. If required, we can break this pricing down to help you decide which you will proceed with and which you may go without. There are often several versions of this updated pricing where you will be given ample opportunity to consider different options and the pricing for each. Any selections made through this process will have a flat 20% builder margin applied to them.
- At this stage, we will recommend that we have engineering completed to revise your pricing where required. When a land developer has not provided a site classification, we must have one completed before the engineering is done. Our team can organise all of this and invoice you.













## Stage 3

# PRE-CONSTRUCTION

- A building contract will be drafted once your selections and pricing are finalised. You will have the opportunity to review the conditions set out in the contract and have a solicitor read over it if you wish; we use standard HIA building contracts. When you are comfortable, we can organise a time to sit down at our office to go through it in detail and sign it. The balance of 5% of the build contract will be payable at this stage.
- The approval process varies depending on your design and where your home is being built. We will talk you through the steps required for your build. If you have a block that is ready to build on, we can talk about what steps we can take to start the approval process before the contract signing, and as with all the costs for the preliminary stages, the costs involved would then come off the total price when contracts are signed.
- Once we have contracts signed and approvals in place, we will apply for Home Owners Warranty insurance to secure the final building approvals, and once obtained, you will need to send all this information to your bank (if one is involved) to obtain your final approvals and a letter for us stating they are ready to start making progress payments.
- Once these steps are completed, we will schedule construction on your home.





## Stage 4

# CONSTRUCTION

- The hard part is done; your selections are made, and approvals are obtained, which means we are now ready to build your home.
- Once your build has been scheduled, you will be provided with a copy of the schedule for your build with each stage of the construction process booked in. It will include an indicative completion date to give you our best estimate of when you will get the keys. This can change due to weather and/or the availability of trades and supplies.
- Building a new home is an exciting experience, and we know you will be keen to check out the progress. Your pricing includes a monthly site visit to see the progress of your build and additional site visits when our team needs you to make decisions at stages such as rough-in and fit-off, as well as any other stages that come up during the build. Outside of this, you will not be permitted to access the building site without written permission from our team. This is to ensure we comply with safety requirements and that jobs can proceed as scheduled.
- You will receive regular updates from your Project Manager on what has recently occurred on your site and what tasks will be undertaken in the coming weeks.
- Any changes made after contract signing will include a 25% builders margin and will require a \$300 after-contract variation fee applied before we quote them unless they are from a list of standard items that do not require quoting.
- There will be a progress payment schedule set out in your build contract that will explain when each claim is due. Sometimes, we don't follow the build schedule exactly but will never invoice unless we have completed the value of work to that claim as a minimum.
- There may be occasions when you receive a progress claim a couple of days early due to our team completing other claim invoices at the time. These claims will be due seven days after the work is completed (or when the claim is sent, whichever is later) and while we are flexible with the due date as there are quite often factors out of your control with banks, it is expected of you that you follow up the payment of these invoices until they are paid.
- The building certifier that is engaged for your build will email you copies of the inspection records following the on-site inspections at crucial stages of your build, including foundations, pre-sheet and final.



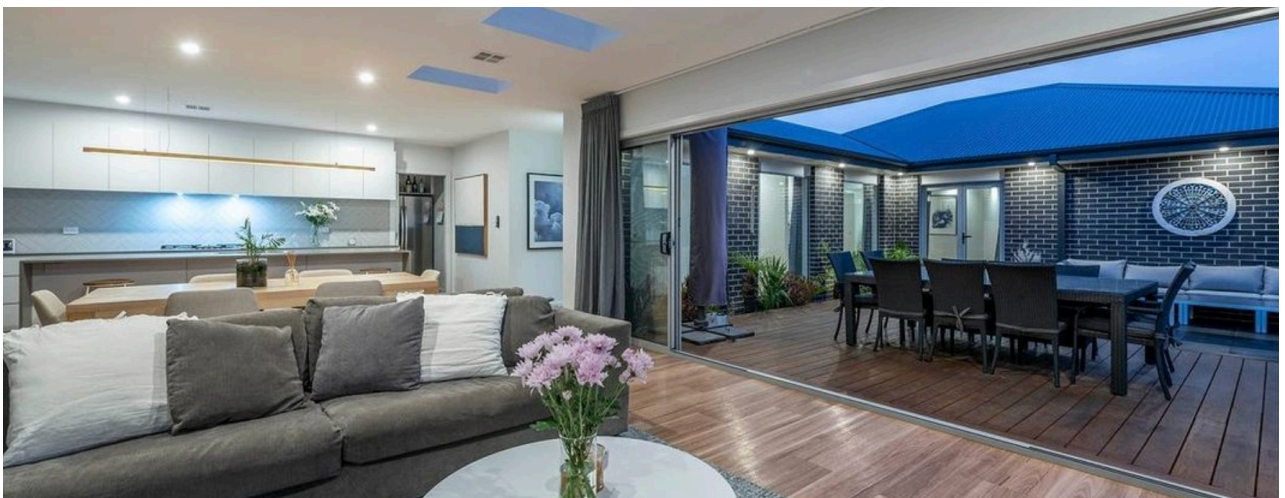
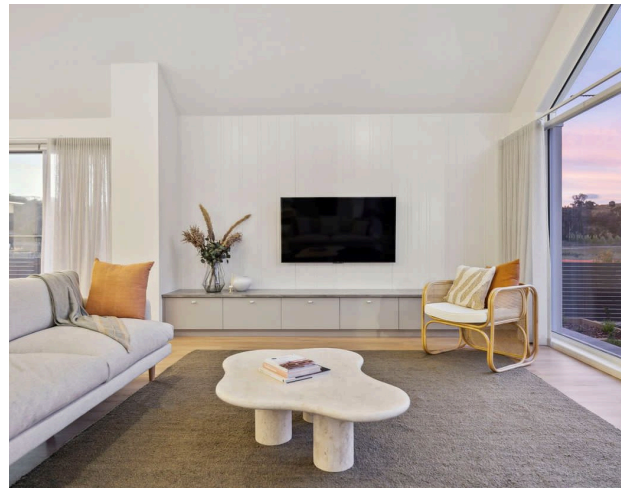
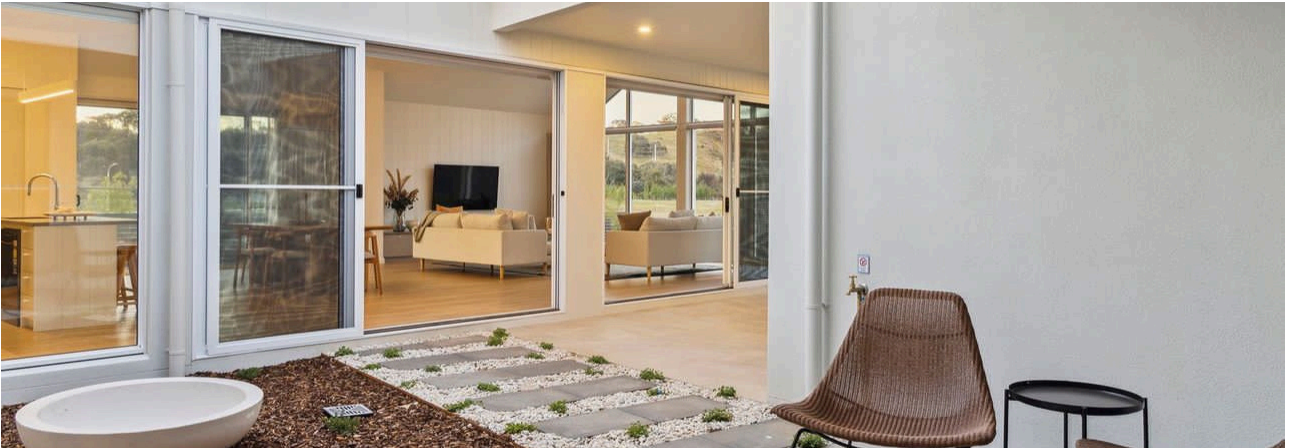
## Stage 5

# HANDOVER & POST-CONSTRUCTION

- When we get to within 3-4 weeks of our anticipated completion date, we will update you with a handover date that is still subject to change but, in most cases, is accurate.
- Within 2-3 weeks of the handover, we will complete the final inspections to obtain the occupation certificate. Once we receive it, we will pass it on to you so you can send it to the bank, along with the final progress claim for payment.
- At no cost to you, we work with a third-party building inspection company to complete a defect inspection before handover, which you will participate in with them. They will ensure your new home meets all the relevant Australian Standards and answer any questions you may have. Following this walk-through with them, a defects list will be produced, which we will work through before the handover of your home.
- Once the final claim and any variations have been paid, we will meet you at your home to give you the keys. We will review any defect items to ensure they are completed and give you information for post-construction. If there are any outstanding items, you will have a signed document to ensure these items are completed within the 90-day maintenance period.
- The 90-day maintenance period allows us to attend to any parts of your home that have been affected while your home settles. We will again send a third-party building inspector to go through your home with you to identify any maintenance items that require our attention.
- Our commitment to you does not end here. You have a 6-year structural warranty from us, and we are here to help you with any questions you may have to help you enjoy your home











## Premium Inclusions

### PRELIMINARIES

- Design work - concept, design and working drawings
- Basix certificate (NSW) or EER Rating (ACT)
- Home owners warranty insurance
- Contract works and public liability insurance
- DA/CDC Fees (NSW) or DA/DA Exempt Fees (ACT)
- Construction certificate (NSW) or Building Approvals (ACT)
- Long Service Levy (NSW)
- Contour Survey or Detail Survey
- Termite treated timber frames and trusses
- Structural engineer drawings
- Home set-out by surveyor with certification
- Electrical, plumbing and drainage fees
- 7 year structural warranty and 90 day maintenance period
- Sewer and stormwater connection
- Water connection
- NBN provisioning
- Power connection to meet house requirements
- Temporary services and site protection as required

### EXTERNAL

- Face Brickwork - From DJH Premium Schemes
- Rendered Expanded Polystyrene Foam Cladding
- with render and painted finish
- James Hardie Axon/Stria 325mm Cladding with painted finish Improved Aluminium Double Glazed Windows
- Plain Cove Finish Concrete to Driveway and Front Porch Plain Cove Finish Concrete to Alfresco
- Corrugated/Trimdeck Colorbond
- Standard Colorbond Fascia and Gutter
- 90mm Painted PVC Downpipes
- Slimline Panel Lift Garage Door in standard Colorbond colours and 3 remotes
- Fold-down or rotary clothesline
- Standard masonry letterbox
- Three external garden taps
- 4000L slimline plastic water tank with rainbank pump 250L Electric Hot Water Storage System
- Termite protection with certification
- 90mm Painted PVC Downpipes
- Slimline Panel Lift Garage Door in standard Colorbond colours and 3 remotes
- Fold-down or rotary clothesline
- Standard masonry letterbox
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- 4000L slimline plastic water tank with rainbank pump 250L Electric Hot Water Storage System
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## INTERNAL

- Ducted reverse cycle air-conditioning with zoning, sized to meet your homes requirements
- R2.0 wall insulation and R4.0 ceiling insulation to enclose living areas 10mm plasterboard to walls and ceilings
- (6mm vilaboard to wet area walls)
- Square set to plasterboard in entrance, main living area, wet areas/75mm coved cornice to remaining
- Three-coat washable low sheen paint to walls, flat to ceiling and semi-gloss to timber-work
- 67x18mm splayed pine architrave and 90x18mm splayed pine skirting White or mirror sliding by-pass doors to cupboards
- Single block-out roller blinds from selected standard ranges Flooring to entrance, hallways and main living area -
- From DJH Premium Selections
- Flooring to remaining living areas and bedrooms -
- From DJH Premium Selections

### DOOR & DOOR FURNITURE

- Door Furniture from DJH Premium Schemes
- Front Door from DJH Premium Selections
- Plain external door to garage
- Hume XF3 laundry door
- Flush redicote hollow-core doors internally

### APPLIANCES, TAPWEAR & ACCESSORIES

- Appliances - DJH Premium Selections
- Bathroom, Kitchen and Laundry - Tapware and accessories - DJH Premium Selections (chrome selections)
- Semi frameless shower screen (chrome) to 2m high
- Bathroom mirrors - width of vanity up to 1000mm high

## JOINERY AND WARDROBES

- Selections from DJH Premium Schemes
- Kitchen - Draws to all underbench joinery with one set of cupboards under the sink and overhead cupboards
- Benchtops - 30mm Corian Benchtop to kitchen, pantry and laundry
- Joinery Handles - From DJH Premium Schemes
- Pantry - Open shelving below and above bench
- Laundry - Cupboards to underbench joinery with single door tall cupboard
- Master Bedroom - Up to 600mm wide shelving with draws(x2) to 2m high, with top shelf and hanging space remaining, whiteboard Bedroom - Up to 600mm wide shelving to 2m high, with top shelf and hanging space remaining, whiteboard
- Linen - Up to 1200mm wide shelving to 2m high, with top shelf full width, whiteboard
- White or mirror by-pass sliding doors to wardrobes
- Robe door frames in chrome or white



## TILING

- Floor tiling to bathrooms and laundry from DJH Premium Schemes
- Wall tiling to bathrooms (floor to ceiling) from DJH Premium Schemes
- Feature wall tile to selected wall in one bathroom (up to 10m<sup>2</sup>) from DJH Premium Schemes
- Kitchen, Pantry and Laundry Splashback Tiling from DJH Premium Schemes

## ELECTRICAL- all inclusion levels

- Main living area Dining
- Kitchen
- Kitchen appliances Walk-in-pantry
- Walk-in-robe
- Toilet
- External
- Other living areas Master bedrooms
- Study
- Entry
- Hallway
- Garage
- Laundry
- Bathroom
- 3x power point, 4x downlight, 1x TV point, 1x data point
- 1x power point, 2x downlight
- 2x power point, 4x downlight
- Power to fridge, microwave, dishwasher, oven, cooktop and rangehood
- 1x power point, 1 x downlight
- 1x downlight
- 1x downlight
- 1x external powerpoint, 5x downlight, 2 double spotlight with sensor, plus power to HWS and pump 3x power point, 2x downlight, 1x TV point
- 3x power point, 2x downlight, 1x TV point
- 2x power point, 1x downlight
- 2x power point, 1x downlight, 1x data point
- 2x downlight with double switch
- 2x downlight with double switch
- 1x power point, 2x fluro light
- 2x power point, 1x downlight
- 1x power point, 1x 4 bulb tastic

## PRELIMINARIES

- Design work - concept, design and working drawings
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- Slimline Panel Lift Garage Door in standard Colorbond colours and 3 remotes
- Fold-down or rotary clothesline
- Standard masonry letterbox
- Three external garden taps
- 4000L slimline plastic water tank with rainbank pump
- 250L Electric Hot Water Storage System
- Termite protection with certification
- Solar package

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- Single block-out roller blinds from selected standard ranges
- Flooring to the entrance, hallways and main living area - from DJH Premium Selections
- Flooring to remaining living areas and bedrooms - from DJH Premium Selections



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## ELECTRICAL

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Dining	1x power point, 2x downlight
Kitchen	2x power point, 4x downlight
Kitchen Appliances	Power to fridge, microwave, dishwasher, oven, cooktop and rangehood
Walk-in-pantry	1x power point, 1 x downlight
Walk-in-robe	1x downlight
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External	1x external powerpoint, 5x downlight, 2 double spotlight with sensor, plus power to HWS and pump 3x power point, 2x downlight, 1x TV point
Other living areas	3x power point, 2x downlight, 1x TV point
Master bedrooms	3x power point, 2x downlight, 1x TV point
Bedrooms	2x power point, 1x downlight
Study	2x power point, 1x downlight, 1x data point
Entry	2x downlight with double switch
Hallway	2x downlight with double switch
Garage	1x power point, 2x fluro light
Laundry	2x power point, 1x downlight
Bathroom	1x power point, 1x 4 bulb tastic

# A builder you can rely on.

DJ Homes is a leading custom design builder for Canberra, proudly building homes for over 20 years. Trusted and recommended by past clients right across the ACT and beyond.



## Contact Us :



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