



# Building Guide.



# Congratulations

on choosing to build with Country Living Homes!

We pride ourselves on building new homes of exceptional quality and can't wait to work with you to bring your dream home to life!

This guide has been developed to walk you through the entire building process so that you know what to expect at each stage of the build. We aim to make the building process as enjoyable as possible for you - from the initial planning stage, right through to handover.

We encourage you to keep this guide throughout the building process and refer back to it at each stage by using the checklist on every page.

## AT A GLANCE: THE BUILDING PROCESS

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**1**

Select a  
floorplan

**2**

Quotation  
prepared

**3**

Pay your  
deposit

**4**

Contracts  
signed

**5**

Engineering  
ordered

**6**

Studio Envy  
Appointment

**7**

Planning  
Approval

**8**

Framing & Energy  
Assessment

**9**

Development  
Approval

**10**

Finance

**11**

Construction

**12**

Handover

## STEP ONE: CHOOSE A DESIGN

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The very first step on your building journey is to decide on a floorplan that suits your lifestyle needs.

Initially, we encourage you to have a look at designs on our website to get a feel for different floorplans.

Our Building Consultants are more than happy to work with you to alter any Country Living Homes' plan.

### Custom Designs

**Can't find a design that ticks all the boxes? Bring in a sketched up plan, and we can work with you to create a custom plan.**

#### CHECKLIST:

- Take a look on our website to explore our floorplans
- Talk to our Building Consultants to modify a plan to suit your needs
- Ensure the plan you choose will work with your block size & setback requirements
- Select a facade to suit your style. Ensure it meets any encumbrances that may be applicable where you are

## STEP TWO: QUOTE PREPARED

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**Now that you have decided on a floor plan, your Building Consultant will prepare a quotation.**

You will be provided a detailed quote which lists all of the inclusions within your new build.

Your Building Consultant will talk you through our standard inclusions. It is important that you clearly communicate your requirements for your new home with your consultant.

### **CHECKLIST:**

- Talk to your Building Consultant about any extras that you may like added in
- Carefully read through your quote to ensure that it includes everything that you have requested

## STEP THREE: PAY YOUR DEPOSIT

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**If you are happy with your quote, now is the stage to commit to building with us!**

At this stage, we ask that you sign a Preliminary Agreement and pay a deposit.

Once your deposit has been received, we will order a set of preliminary drawings. We will then issue them to you for your review.

### **CHECKLIST:**

- Sign the Preliminary Agreement and pay your deposit
- Ensure that your plans include everything that you have requested

## STEP FOUR: CONTRACTS SIGNED

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### Now it's time to sign on the dotted line!

Once your preliminary plans and quotation are accepted, we will order your working drawings. Once these are received back, we will prepare a HIA contract for you to sign.

In conjunction to signing your contract, you will also be asked to sign an official set of working drawings.

It is important that you carefully review your plans and quotation one last time to ensure that everything you asked for has been included.

If you have changed your mind about anything within your plans, it is best to let your Building Consultant know as soon as possible. Any significant changes further on down the track will likely cost you time and money, so it is important that changes are made at this stage.

#### CHECKLIST:

- If necessary, notify your Building Consultant of any changes required to your plans
- Review your contract & contract plans

## STEP FIVE: ENGINEERING ORDERED

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**Once your contracts have been signed, your build will move into the Pre-Construction phase.**

Our Pre-Construction team will now begin working on your job. At this stage, we will be in touch with our Engineers who will visit your site to provide a soil report, contours, footing layout and site plan layout. From this, our engineers will summarise factors on your land including contours, waste water system and possible retaining walls.

Once we have received the engineering report back, our Estimating team will review the Engineer's requirements. They will compare this against our standard footings included in your quotation and will calculate any variations.

### **CHECKLIST:**

- Ensure that the location of the house is correct on the site plan
- Ensure that there is clear access to your site for the Engineers



## STEP SIX: STUDIO ENVY APPOINTMENT

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### Now for the fun part - your Selections appointment!

It's time to create your dream home through your interior and exterior selections appointment. Our Selections Consultant will be in touch with you to schedule your selections appointment.

Selections will take place at Studio Envy - our Design Studio located at our head office in Moonta.

Your selections appointment will generally take up to 4 hours to complete. At your appointment, our Selections Consultant will go through all of your selections and walk you through all inclusions and upgrade options.

Whilst selections can be an exciting part of the process, it can often be overwhelming as there are lots of decisions to make on the day. We suggest that you have a good look through our selections brochure prior to your appointment and have a rough budget in mind for upgrade items.

After you have completed your selections appointment, our Selections Consultant will prepare any upgrade pricing for your review. Once this is confirmed, your plan changes will be requested. When the plan changes are received back, all selection documentation will be sent through to you for your final approval.

#### CHECKLIST:

- Prior to your appointment, have a think about interior trends & styles that you like. Bring any photos along for inspiration
- This is your last chance to make any plan changes so make sure that you are 100% happy with your plans
- Sign off on your selection documentation

## STEP SEVEN: PLANNING APPROVAL

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### The first stage of the Council approval process is Planning Approval.

Once engineering has been received back, our Pre-Construction administrator will lodge your build with Council to apply for Planning Approval.

Planning approval takes approximately 12 weeks.

We will be in contact with you if Council request any further information or require changes to your home design.

#### **COUNCIL APPROVAL PROCESS:**

1. Planning Approval
2. Building Consent
3. Full Development Approval

#### **CHECKLIST:**

- Provide Country Living Homes with your broker/lender details

## STEP EIGHT: FRAMING DESIGN & ENERGY ASSESSMENT

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**Once your selections have been completed, your framing documentation will be ordered and an energy assessment will be requested**

Once your selections documents have been signed, our Pre-Construction Administrator will send your plans off to our framing engineers to have the framing layout designed and engineered.

At the same time, your plans and specifications will be sent off to our Energy Assessors to ensure that a 7-star energy compliance is reached. All new homes must reach a 7-star energy rating.

If your home does not meet a 7-star rating, our Energy Assessors will advise areas within the home that need to be upgraded. This can include insulation upgrades, glazing to windows and doors, or ventilation requirements.

## **STEP NINE: DEVELOPMENT APPROVAL**

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**Development Approval is the final stage in the council approval process.**

Once Planning Approval has been received and the framing layouts and energy assessment are returned, your build will be sent off to our Private Certifiers for Building Rules Consent.

After Building Rules Consent is granted from our Private Certifier, all build documentation will be sent back to Council to issue full Development Approval.

After council have granted Development Approval, the Pre-Construction phase is complete.

## STEP TEN: FINANCE APPROVAL

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**Now is the time to finalise your finance approvals.**

If you are receiving finance from a lender, we require notice from your lender that they are ready to start making payments. This is often referred to as an 'authority to commence' letter.

If your build is self-funded, we require a signed document stating that you are self-funded.

### **CHECKLIST:**

- All documentation has been sent to your bank to issue finance approval

## STEP ELEVEN: CONSTRUCTION

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### The build begins!

Now that the Pre-Construction phase is complete, your job will move into the Construction phase.

Our Construction team will now begin scheduling site works. You will be assigned a Site Supervisor, who will be your main point of contact throughout construction.

#### CHECKLIST:

- Your site is clear of vegetation and has clear access for construction to commence

# THE CONSTRUCTION PROCESS

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## Your new home will take shape through the following process:

1. Site prepared
2. Footings dug
3. Steel reinforcing is installed
4. Concrete poured
5. Wall & roof frames installed
6. Electrical, plumbing & air-conditioner rough-ins
7. External cladding & roof installed
8. Plasterboard installed
9. Flushing & cornices
10. Water proofing
11. Cabinetry installed
12. Installation of doors, skirtings & architraves
13. Tiling
14. Painting
15. Final fit off - electrical & plumbing
16. Accessories installed
17. Air-conditioner installed
18. Shower screens installed
19. Fly screens installed
20. House cleaned
21. Practical completion

## STEP TWELVE: PRACTICAL COMPLETION & HANDOVER

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### **It's almost time for us to hand over the keys to your brand new home!**

As your build reaches the final stages in construction, your Site Supervisor will be in touch to arrange a practical completion walk through. At this appointment, you will have the opportunity to raise any concerns prior to handover.

A Certificate of Occupancy is to be received from Council prior to you being able to move into your new home. Upon practical completion, Council will inspect the property to ensure that it has been built in accordance with the Development Approval issued. Any 'owner supplied' items - e.g. balcony screening, rainwater tanks for fire fighting purposes, stormwater, paths etc. will need to be completed prior to Council's inspection. If these items are not completed, there may be delays in Council issuing the Certificate of Occupancy.

Once your build is complete, your Site Supervisor will be back in touch to arrange formal handover. At this appointment, we will be able to hand over the keys to your new home!

We offer a three-month maintenance period after handover for any items in your home that may need attention.

Thank you for building with Country Living Homes - we hope you are thrilled with your new home!

#### **CHECKLIST:**

- Any 'By Owner' items are completed prior to Council's inspection
- The final invoice has been submitted to your bank. Handover cannot occur until the final payment has been received.
- Ensure you have insurance for your new home in place prior to handover







**It's our family  
commitment to  
quality homes.**

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**1300 805 505**

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