

SCOPE OF WORKS

# Home Renovation Design

Designing Alterations / Additions & the DA Approval Process



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PdD Building Design Head Office ©PdD

# FUNCTIONAL BEAUTIFUL SUSTAINABLE

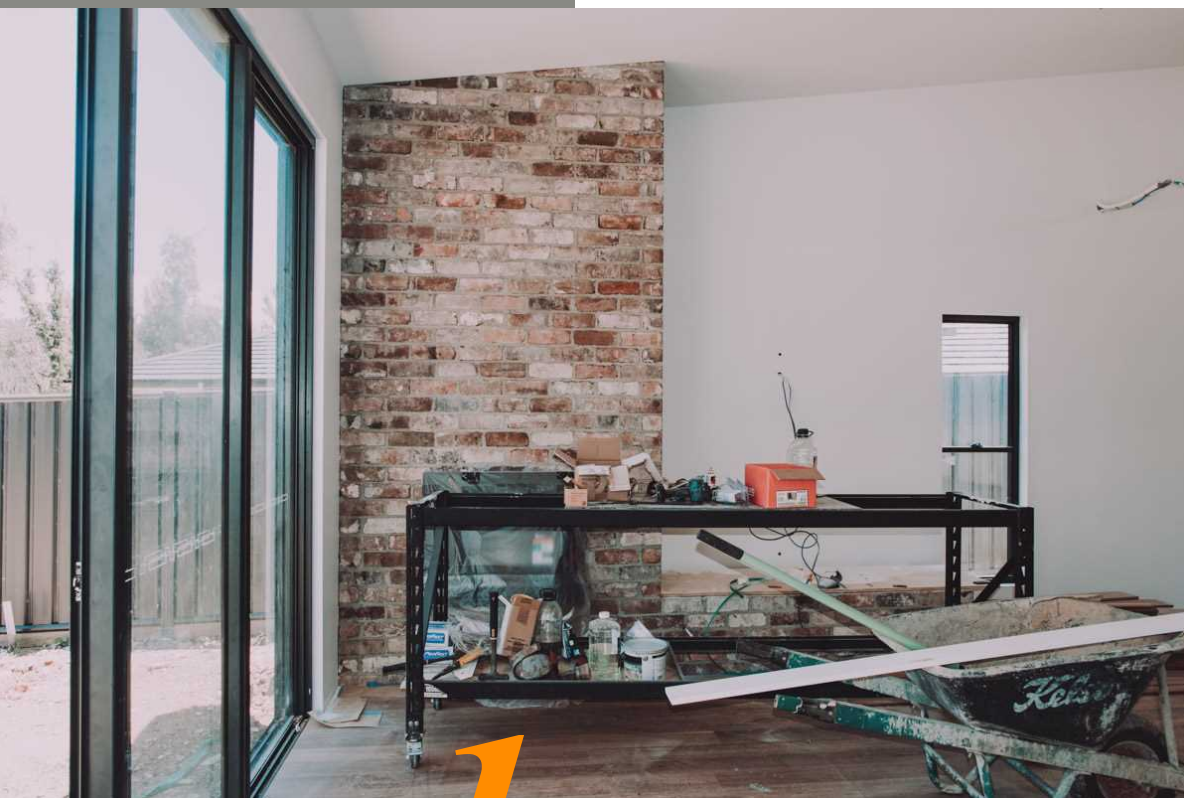


Whether it be a sea change, tree change, a new family home, retirement or an investment property, PdD Building Design provide a range of services to help.

Working in close consultation with you, our team can plan your house from concept stage right through to full Development Approval (DA).

PdD is a multi-disciplinary team of Accredited Building Designers specialising in stunning, liveable, low energy, sustainable homes. We incorporate solar passive and environmentally sustainable architecture principles in to all our work, designing buildings that are good for their occupants, good for the environment and are economic to build and operate.

Our goal is to make the whole process enjoyable and easy as possible for you as you bring your vision to life.



## SCOPE OF WORKS RENOVATION

*This is the stage  
where we ensure  
that we understand  
the needs of the  
Client.*

*We'll also  
investigate and get  
to know the existing  
dwelling and site .*

# Preliminary Administration & Pre-Design

To ensure a successful project we undertake the following tasks:

- Obtain the Client's **design brief**.
- Discuss Client's **budget**.
- Attend an initial meeting to discuss design needs, aesthetic and vision - this may be done either by phone or on site.
- Issue a **Letter of Engagement**.
- Conduct our due diligence process. This involves identifying land zoning & any relevant authority regulations.
- Assess of **Contract of Sale** (Cert 10.7) requirements (if applicable).
- Evaluate site constraints - for example, bushfire prone land, stormwater constraints or environmental classifications.
- Establish if a **survey** has been carried out or required.
- Advise if additional consultants may be needed (ie. Bushfire consultant).





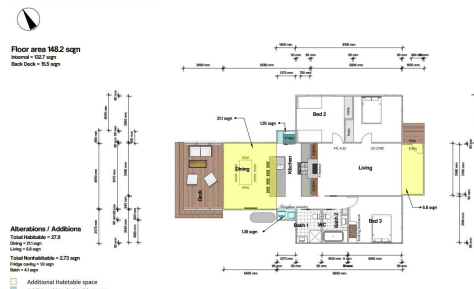
Renovation design - Broulee, NSW ©PdD

## 2 Initial Concept Design

*The fun begins!*

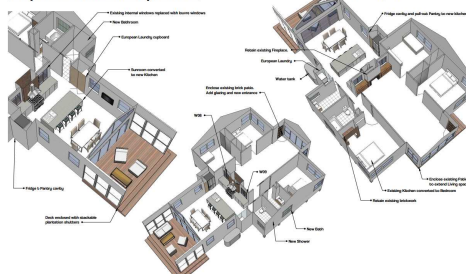
- We will create a 3D digital model of the existing dwelling. To do this, we will either use existing plans (if accurate and available), carry out a building survey or obtain measurements provided by the Client.
- Site data will be imported into our design software to create an accurate 3D render of the building and site including the topography and neighbouring houses.
- Our team begins the design process to produce a 3D model of the new additions / alterations.
- The Model will be geolocated to analyse sunlight that the home will receive in winter and shade during warmer months.
- A series of Concept Drawings will be issued in PDF format.
- Discussion with Client regarding the Concept design (either online or in person).
- We'll make revisions / additions based on Client's feedback.

### Additions & Alterations



Example of a Renovation Plans ©PdD

### Proposed Interior Perspectives

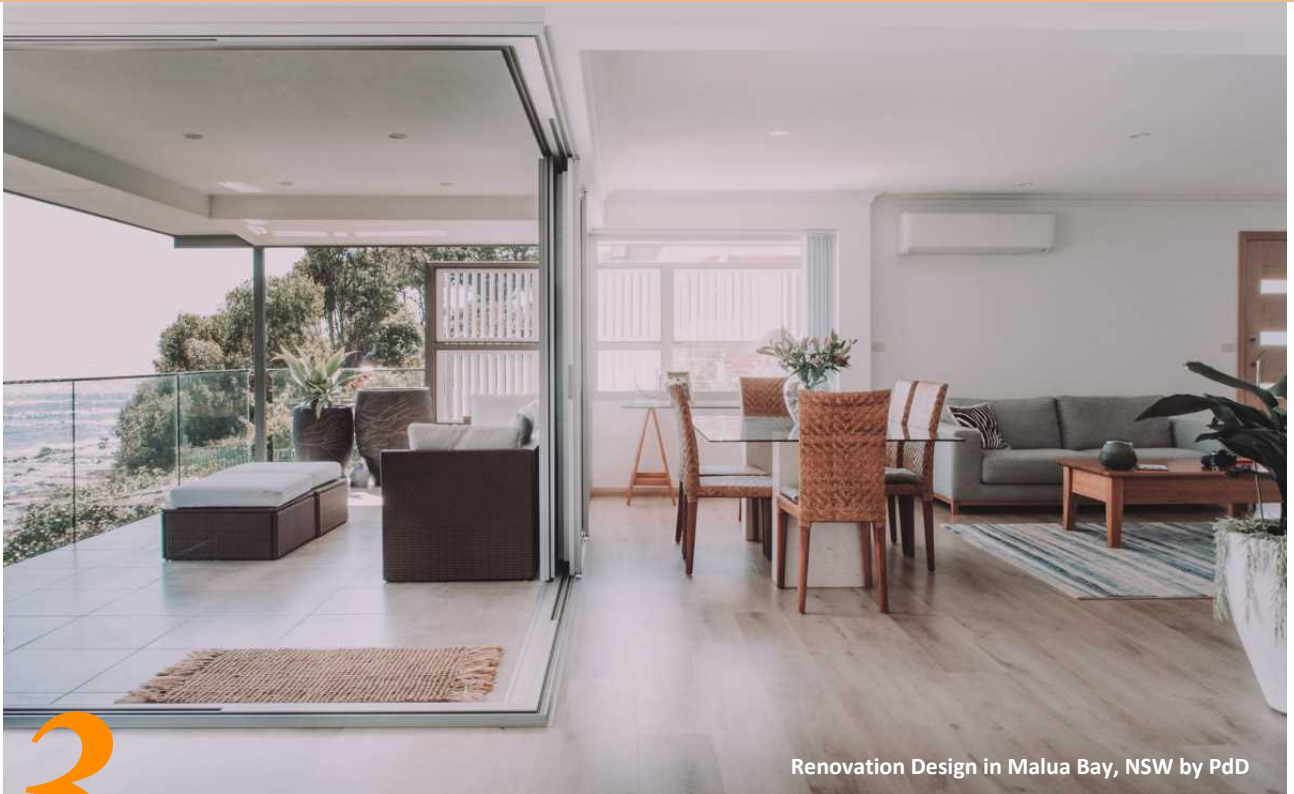


Example of Interior Perspectives ©PdD

### A CONCEPT SET OF DRAWINGS WILL INCLUDE (AS REQUIRED):

- Client Brief Summary
- LEP Mapping - Legislative Context of Site
- Existing Site Plan
- Existing Floor Plan 1:100
- Existing Elevations 1:100
- Proposed Site Plan
- Proposed Floor Plan 1:100
- Proposed Elevations 1:100
- Proposed 3D Exterior Perspectives
- Proposed 3D Interior Perspectives
- Solar Access Analysis
- Window Schedule
- Materials Palette
- Tree Removal Plan
- Variations to Consider





# 3

## Energy Efficient Design

PdD is a fully accredited Sustainability Design Specialist. We draw on over 30 years of practical experience and post graduate level qualifications in energy efficient design and we integrate this into every aspect of the design process.

**The following steps are taken to ensure your design is as energy efficient as possible and is cheap to run over the long-term:**

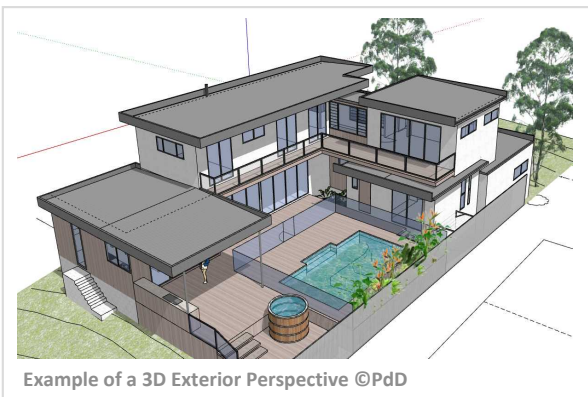
- Optimise the renovation design with consideration to natural light and thermal stability thus reducing the need to artificial lighting, heating and cooling.
- Creating flexible spaces which adapt as your needs evolve.
- Place and specify windows to suit the climate and location.
- Give advice on low VOC materials creating a healthier internal environment.
- Discuss water tank suitability (if applicable).
- Give advice on sustainable materials to specific needs and budgets.
- Give advice on cost efficient methods of making the building more energy efficient and comfortable to be in.

## 4 Detailed Design & Estimating

After consultations with you, we develop detailed plan drawings into a final design solution. If you wish, you may then take the plans to a builder for a construction estimate to see if the design is within the desired budget.

### **A DESIGN SET OF DRAWINGS MAY INCLUDE (AS REQUIRED):**

- Existing Site Plan
- Existing Floor Plan 1:100
- Existing Elevations 1:100
- Proposed Site Plan
- Proposed Floor Plan 1:100
- Proposed Elevations 1:100
- Roof Plan
- Proposed 3D Exterior Perspectives
- Proposed 3D Interior Perspectives
- Solar Access Analysis
- Shadow Diagrams
- Window Schedule
- Materials Palette
- Tree Removal Plan



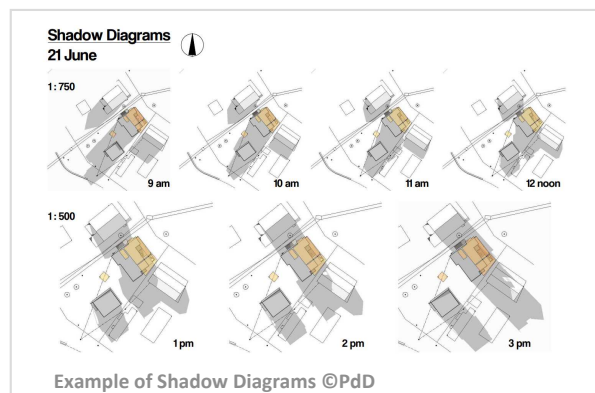
## 5 DA Submission Working Drawings

Once you are ready to proceed, we begin plans for the DA Submission. This is where we add all the required information to satisfy the Assessing Authority for development approval.

Your working drawings will be tailored specifically to the needs of the site as identified during our initial due diligence process in Stage 1:

### **A D.A SET OF DRAWINGS MAY INCLUDE (AS REQUIRED):**

- Existing Site Plan
- Existing Floor Plan 1:100
- Existing Elevations 1:100
- Proposed Site Plan
- Proposed Floor Plan 1:100
- Proposed Elevations 1:100
- Proposed Roof Plan
- Section & General Notes
- Shadow Diagrams
- Window Schedule
- Demolition Plan
- Tree Removal Plan
- Driveway Profile
- Rainwater Management/Reuse Plan
- Bushfire Asset Protection Zone (APZ)
- OSMS Plan
- BASIX Certificate
- Notification Plans





## 6 BASIX Certification & Compliance

A Building Sustainability Index (BASIX) Certificate is a requirement for all new residential developments under NSW Planning Law.

It is one of the most effective sustainable planning measures undertaken in Australia. It ensures your new home will be suitably energy efficient in relation to water, energy use and thermal performance.

In most cases, we will complete the certificate in house for you, however under some circumstances, an external Energy Assessor may need to complete the certificate. Should the design require an external energy assessor, we can provide advice and recommendations.

### A BASIX CERTIFICATE WILL INCLUDE THE FOLLOWING ASSESSMENTS (AS APPLICABLE):

#### GENERAL

- Site area (sqms)
- Roof area (sqms)
- Conditioned and Unconditioned floor areas (sqms)
- Garden and lawn (sqms)

#### WATER

- Fixtures
- Alternative Water Supply

#### THERMAL COMFORT

- General Features
- Floor, Walls, Ceiling, Roof (Construction & Materials)
- Windows, Glazed doors, Skylights (dimensions, orientation, surface area, overshadowing, materials)

#### ENERGY

- Hot water
- Cooling
- Heating
- Ventilation
- Artificial Lighting
- Natural Lighting
- Kitchen Utilities





# 7 DA Lodgement

*Documentation  
& Submission*

Once all the working drawings are complete we will compile and submit all required documentation to the relevant planning authority.

This will involve the following:

- Correspond with any required consultants to obtain the required submission, ie bushfire reports or OSMS reports.
- Produce the working drawings ready for submission.
- Undertake an Aboriginal Heritage Management Search
- Complete all council issued forms including:
- D.A Application Form
- D.A checklist
- Statement of Environmental Effects
- Cost Estimate
- Additional documentation that may be required.
- We will respond to enquiries from council during assessment period.





# About Us

Collectively, we have over 50 years of design and building experience with degrees in architecture, town planning, landscape architecture, building surveying and graphic design.

Paul, our head building designer, is an Accredited Building Designer, with decades of international experience, undergraduate and post graduate qualifications and a passion for design. His most recent qualification is a Post Graduate Certificate in Architectural Science (Sustainable Design) from Sydney University.

Our head office is located in Malua Bay NSW. We work across NSW servicing the Eurobodalla Shire, Canberra, Queanbeyan Palerang, Bega Valley, Shoalhaven & Sydney.

We can also provide designs and submit development approvals remotely for clients outside of these areas.



Paul Dolphin  
**Director**



Kiri Wright



Olivia Mackie

# Contact

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**NATIONAL  
DESIGN  
AWARDS** 2020  
**WINNER**



**NATIONAL  
DESIGN  
AWARDS** 2020  
**COMMENDATION**



**NATIONAL  
DESIGN  
AWARDS** 2020  
**FINALIST**



SustainAbility Design™ Specialist

## ACCREDITED BUILDING DESIGNER

### Building Designers Association of Australia

Accredited to Medium Rise standard, accreditation number 6379. Fair Trading registered Accredited Design Practitioner

## WINNER

### New Residential Buildings up to 250 sqm and under \$2,500 / sqm - 'Dromhus'

National Design Awards - Building Designers Association of Australia

## COMMENDATION

### Small Scale Projects up to \$100,000- 'Malua Bay Multi Use'

National Design Awards - Building Designers Association of Australia

## FINALIST

### Commercial Buildings

National Design Awards - Building Designers Association of Australia

## WINNER

### Eurobodalla Business Awards

Excellence in Small Business (1-4) Winner.

## SDS

### Sustainable Design Specialist

Nationally recognised specialist training in Sustainable Design. An industry leading course



## Inspo

*As we begin the design process you may like to send us photos of styles / materials that you like and/or items on your home renovation Wishlist.*

*To get you thinking, here are a selection of renovation design images from our website portfolio.*

