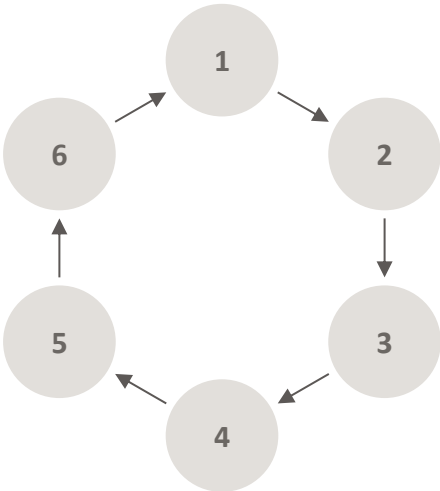


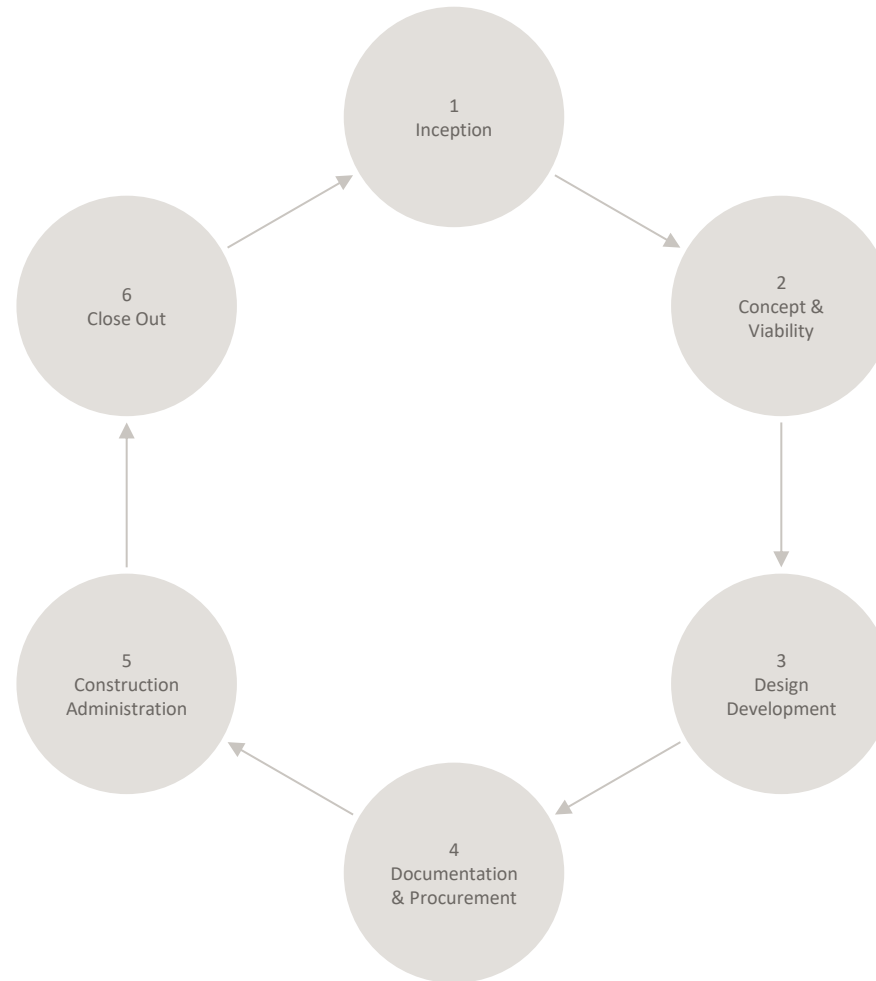
Architectural Services Process

Stages 1 to 6 | From Inception to Close Out



The Design Process Cycle

Six stages guiding an architectural project from brief to handover



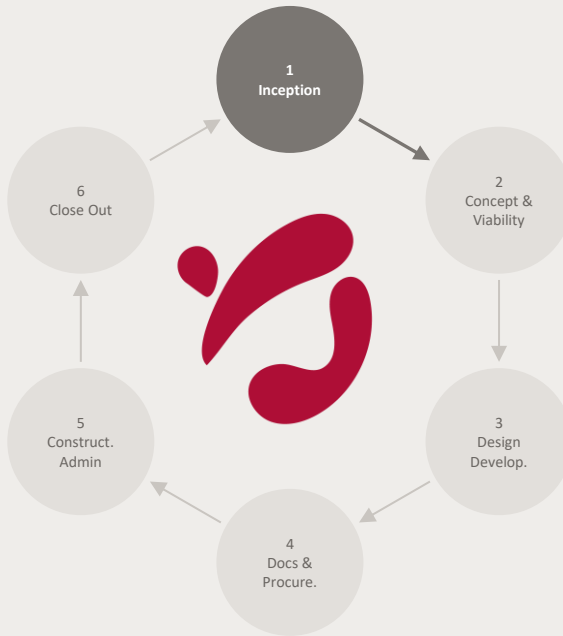
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Stage 1: Inception

Receive and appraise client requirements, determine site constraints, budgets, timelines, and contracting methods.

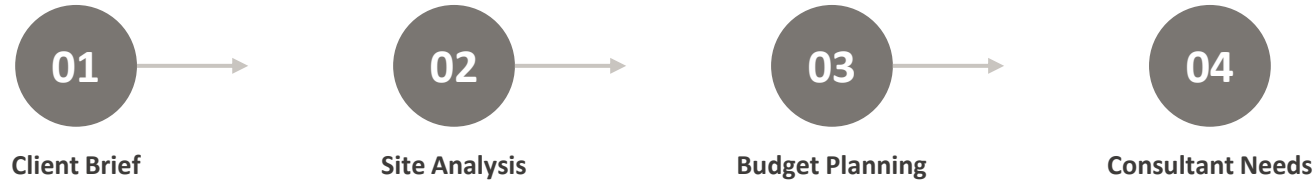
Key Activities

- Receive, appraise, and report on client requirements
- Determine site rights and constraints
- Determine budgetary constraints
- Determine the need for consultants
- Determine indicative project timelines
- Determine methods of contracting
- Assess statutory authority requirements



1 Inception: Key Activities (1 of 2)

Establishing the project foundation through client engagement, site analysis, and financial planning



Steps 1-4

01 Client Brief

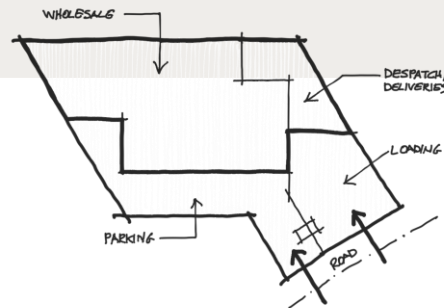
Gather and document the client’s vision, functional needs, and project objectives. Appraise spatial requirements and prepare a comprehensive brief report for all stakeholders.

Key output: Project Brief Report

02 Site Analysis

Verify land ownership and site rights. Assess physical, environmental, and topographical constraints. Review zoning regulations and identify access routes and existing infrastructure.

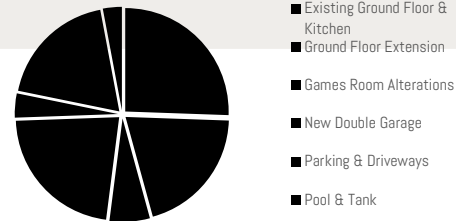
Key output: Site Constraints Report



03 Budget Planning

Establish total project budget parameters and financial boundaries. Identify cost drivers, align scope with available funding, and set contingency and escalation allowances. Receive and discuss priority requirement and goals.

Key output: Budget Framework



04 Consultant Needs

Identify required specialist disciplines such as structural, mechanical, and electrical engineers. Define scope of services, establish appointment terms, and coordinate team responsibilities.

Key output: Consultant Appointment Plan



1 Inception: Key Activities (2 of 2)

Defining timelines, contracting strategy, and regulatory compliance to complete the inception phase

Steps 5–7

05



06



07

Project Timelines

Contracting Methods

Statutory Compliance

05 Project Timelines

Develop indicative project timelines covering each design stage milestone. Establish key delivery dates for design submissions, authority approvals, tender periods, and construction phases. Coordinate programme with client expectations and consultant availability.

Key output: Indicative Project Programme



06 Contracting Methods

Evaluate and recommend the most suitable procurement and contracting strategy. Options may include traditional contracts, design-and-build, or negotiated arrangements. Define tender procedures, contract forms, and risk allocation between parties.

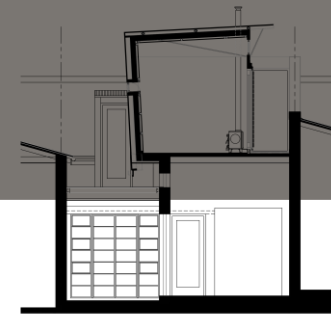
Key output: Procurement Strategy Report



07 Statutory Compliance

Assess all statutory authority requirements including building regulations, environmental impact assessments, heritage considerations, and occupational health and safety legislation. Identify required approvals and submissions to local and national authorities.

Key output: Regulatory Compliance Checklist



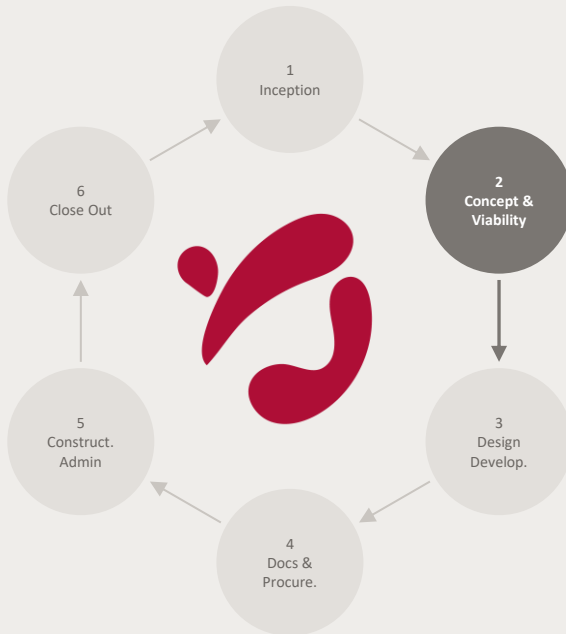
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Stage 2: Concept & Viability

Prepare initial design concept covering space planning, materials, building services, and statutory compliance.

Key Activities

- Prepare initial design concept and advise on space provisions
- Define planning relationships and proposed materials
- Establish technical and functional characteristics
- Check conformity with land use rights
- Consult with local and statutory authorities



2 Concept & Viability: Key Activities (1 of 2)

Shaping the initial design concept through space planning, material selection, and technical feasibility

Steps 1–3

01

Design Concept

02

Planning & Materials

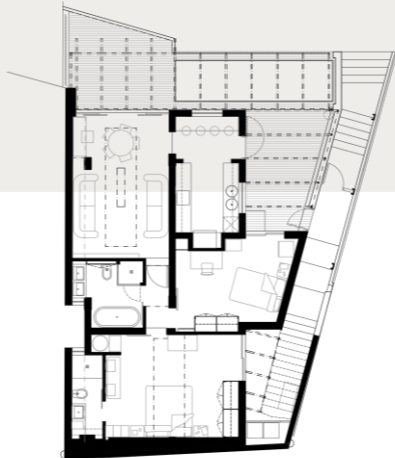
03

Technical Feasibility

01 Design Concept

Prepare the initial design concept that addresses the client brief. Advise on space provisions, circulation patterns, and spatial relationships between functional areas. Explore massing options and form-giving strategies that respond to site conditions and user requirements.

Key output: Concept Design Report



02 Planning & Materials

Define planning relationships between interior and exterior spaces. Propose structural systems, primary building materials, and envelope treatments. Evaluate material performance, sustainability credentials, and aesthetic suitability relative to the design intent and budget.

Key output: Material & Planning Schedule



03 Technical Feasibility

Establish the technical and functional characteristics of the proposed design. Assess building services requirements including mechanical, electrical, and plumbing systems. Evaluate structural feasibility, energy performance targets, and acoustic or fire safety considerations.

Key output: Technical Feasibility Assessment



2 Concept & Viability: Key Activities (2 of 2)

Validating the concept against land use rights and statutory authority requirements

04

Land Use Rights

05

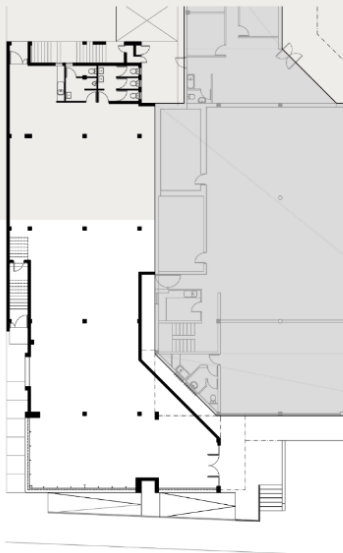
Authority Consultation

Steps 4–5

04 Land Use Rights

Check the design concept for conformity with existing land use rights, zoning schemes, and title deed conditions. Identify any departures or consent requirements that may affect the proposed development. Assess the need for rezoning applications, special consent, or subdivision approvals before proceeding to detailed design.

Key output: Land Use Conformity Report



05 Authority Consultation

Consult with local and statutory authorities to confirm compliance requirements for the proposed development. Engage with municipal planning departments, heritage bodies, environmental agencies, and fire services as applicable. Obtain preliminary feedback on the concept to identify potential obstacles before committing to detailed design work.

Key output: Authority Consultation Summary



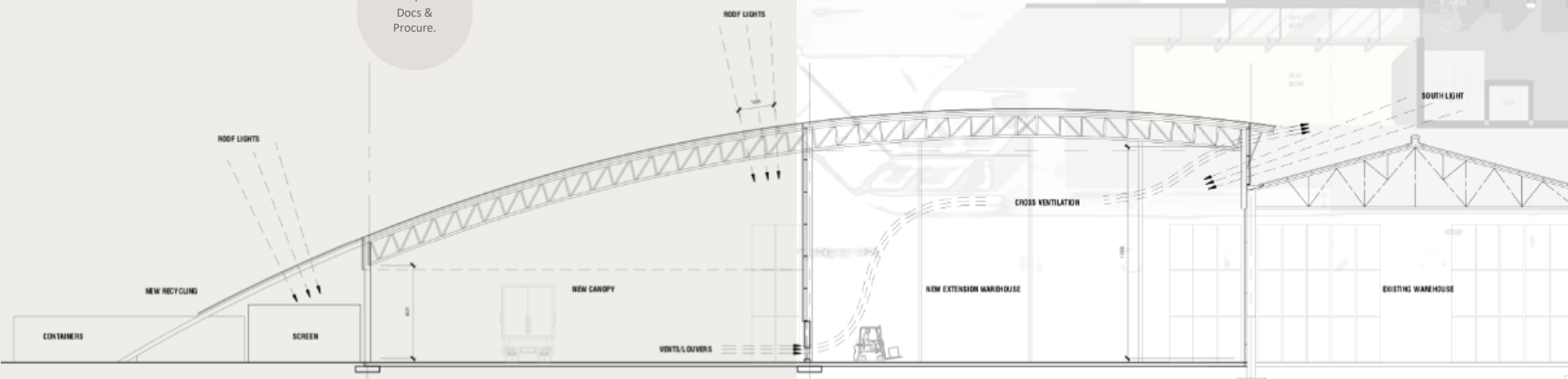
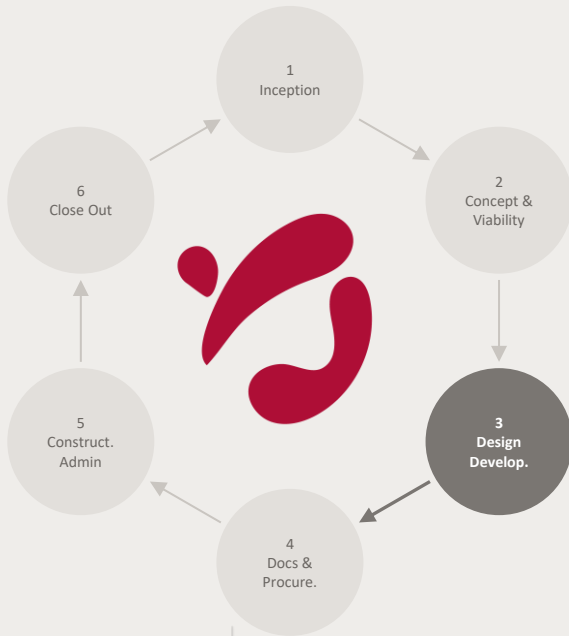
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Stage 3: Design Development

Develop the concept into full design with construction systems, materials, finishes, and coordinated consultant input.

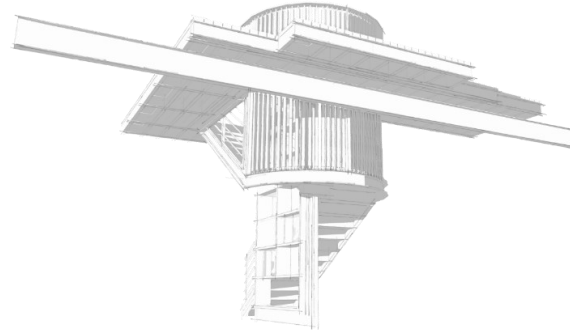
Key Activities

- Develop all aspects from concept to full design
- Select construction systems, materials, fittings, and finishes
- Review programme and budget with client and consultants
- Coordinate consultant designs into building design
- Prepare design development drawings and specifications
- Agree on building plan approval requirements



3 Design Development: Key Activities (1 of 2)

Evolving the concept into a fully resolved design through detailed systems selection and budget alignment



Steps 1–3

01 Full Design

Develop all aspects of the approved concept into a fully resolved design. Refine spatial layouts, circulation, and environmental strategies. Integrate architectural intent with structural, services, and landscape requirements into a cohesive scheme.

Key output: Design Development Report

02 Systems & Materials

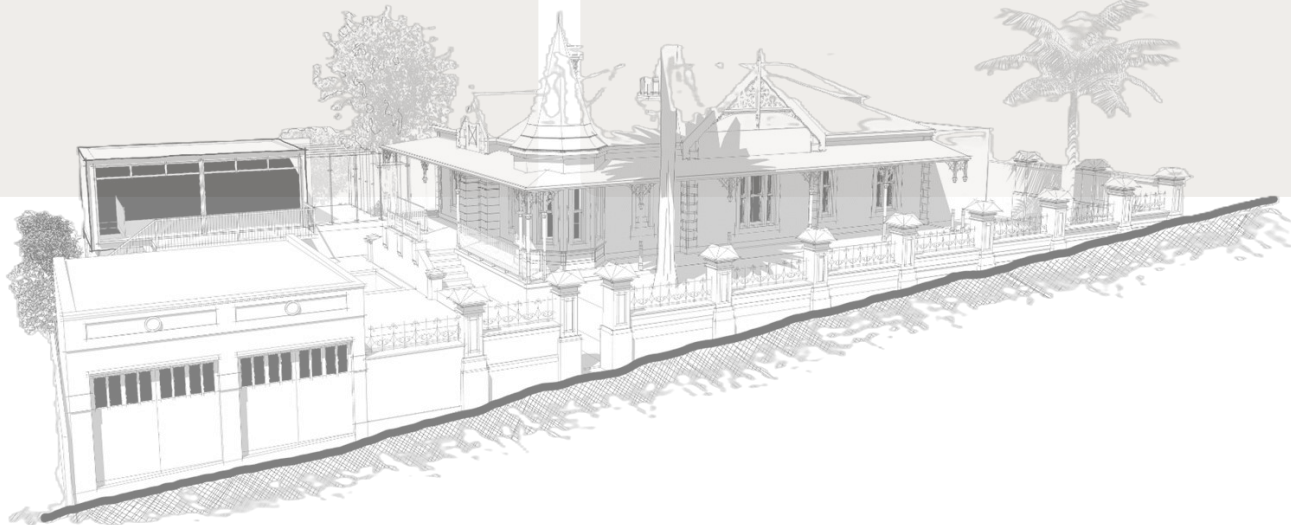
Select construction systems, primary and secondary materials, fittings, and finishes. Confirm structural approaches, cladding details, and interior specifications. Evaluate buildability, durability, and lifecycle costs for all major material choices.

Key output: Materials & Systems Schedule

03 Budget Review

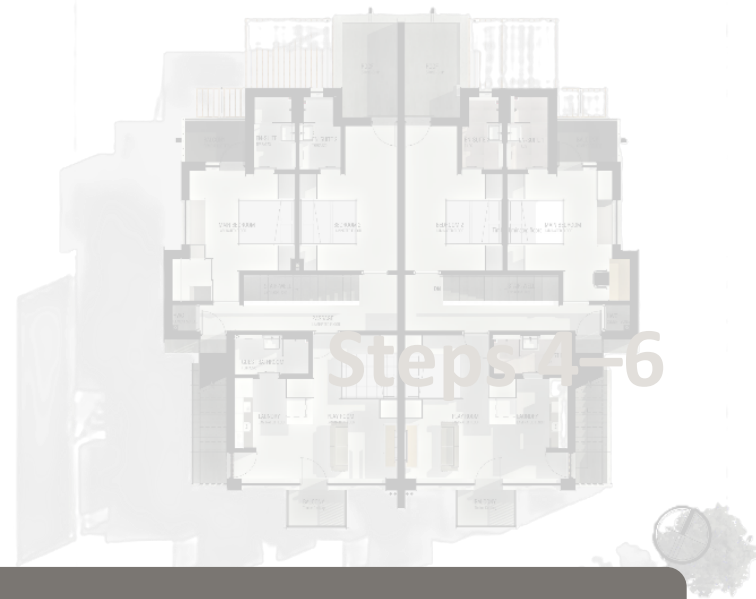
Review the programme and budget with the client and all consultants. Reconcile design aspirations with financial constraints. Identify value engineering opportunities and confirm that the evolving design remains within the approved budget framework.

Key output: Updated Cost Estimate



3 Design Development: Key Activities (2 of 2)

Coordinating consultant input, producing drawings, and securing building plan approval requirements



04



05



06

Consultant Coord.

Drawings & Specs

Plan Approval

04 Consultant Coordination

Coordinate all consultant designs into a unified building design. Ensure structural, mechanical, electrical, and hydraulic systems are integrated without conflict. Resolve interdisciplinary clashes and confirm spatial allowances for all services.

Key output: Coordinated Design Package

05 Drawings & Specifications

Prepare design development drawings and outline specifications at an appropriate level of detail. Document floor plans, sections, elevations, and key construction details. Establish the technical baseline for the documentation and procurement stage that follows.

Key output: Design Development Drawings

06 Plan Approval

Agree on building plan approval requirements with the client and relevant authorities. Confirm the scope and format of submissions needed for statutory approval. Address any outstanding conditions from earlier authority consultations before entering the documentation phase.

Key output: Approval Requirements Schedule



4

Stage 4: Documentation & Procurement

Prepare documentation for building plan approval, specifications, tender, contract signing, and final coordination.

Key Activities

- Prepare documentation for local authority submission
- Coordinate technical documentation with consultants
- Review costing and programme
- Submit documents for local authority approval
- Prepare specifications and complete tender documentation
- Evaluate offers and recommend successful tenderer
- Prepare and sign the building contract

1
Inception

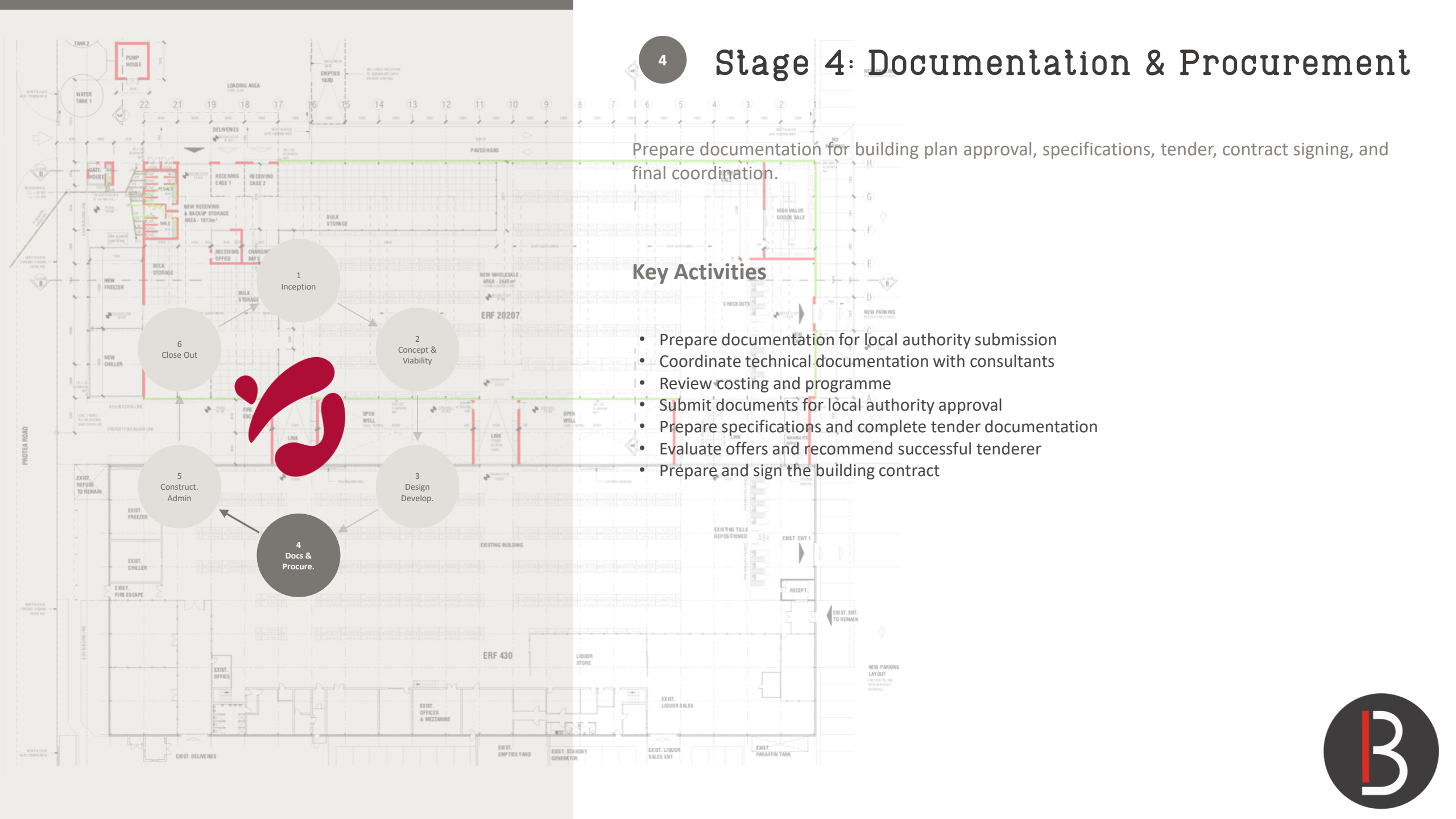
2
Concept &
Viability

3
Design
Develop.

4
Docs &
Procure.

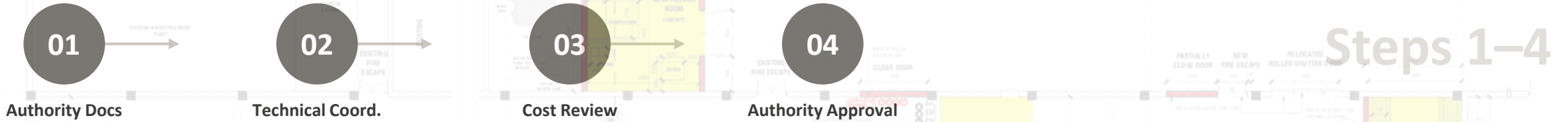
5
Construct.
Admin

6
Close Out



4 Documentation & Procurement: Key Activities (1 of 2)

Preparing statutory submissions, coordinating technical documentation, and securing authority approval



01 Authority Docs

Prepare all documentation required for local authority submission, including building plan drawings, site plans, and supporting calculations.

Key output: Submission Package

02 Technical Coord.

Coordinate technical documentation across all consultant disciplines. Ensure drawings, specifications, and schedules are consistent and free of conflicts.

Key output: Coordinated Documentation Set

03 Cost Review

Review costing and programme against the approved budget. Confirm that the documented design aligns with financial targets before proceeding to tender.

Key output: Pre-Tender Cost Report

04 Authority Approval

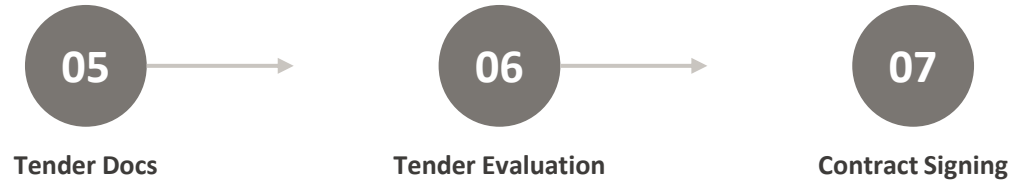
Submit documents to local authorities for building plan approval. Track the review process and respond to any queries or conditions of approval.

Key output: Approved Building Plans



Documentation & Procurement: Key Activities (2 of 2)

Completing tender documentation, evaluating offers, and finalising the building contract



Steps 5–7

05 Tender Documentation

Prepare specifications, bills of quantities, and all supporting schedules required for the tender package. Compile the full set of construction documentation including conditions of contract, preliminaries, and trade-specific work sections.

Key output: Complete Tender Package

06 Tender Evaluation

Manage the tender process, receive and evaluate contractor submissions, and conduct a comparative analysis of pricing, programme, and capability. Prepare a tender report with recommendations for the preferred contractor to present to the client for approval.

Key output: Tender Evaluation Report

07 Contract Signing

Prepare the building agreement and all associated contract documents for execution. Finalise the scope of work, contract sum, and programme with the appointed contractor. Coordinate the formal signing of the contract between client and contractor to commence the construction phase.

Key output: Signed Building Contract



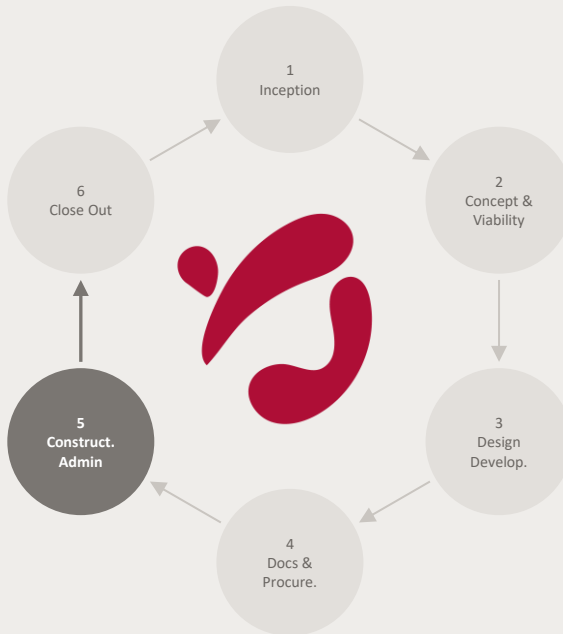
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Stage 5: Construction Administration

Administer the building contract, issue documentation, inspect works, manage completion, and obtain occupation certificate.

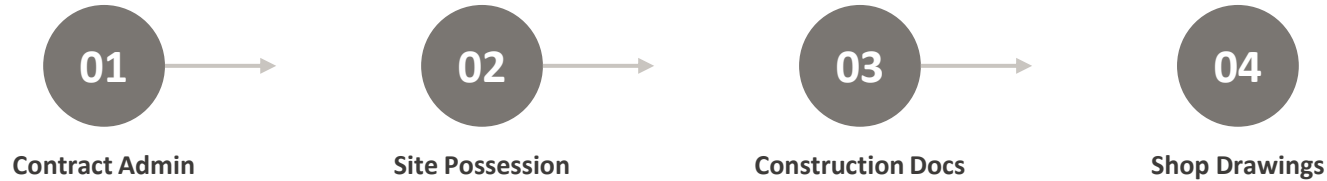
Key Activities

- Administer the building contract
- Give possession of site to contractor
- Issue construction documentation
- Review sub-contractor shop drawings for conformity
- Inspect works for quality and contract conformity
- Manage the completion process
- Assist client in obtaining occupation certificate



Construction Administration: Key Activities (1 of 2)

Administering the contract, handing over site, issuing documentation, and reviewing shop drawings



Steps 1–4

01 Contract Admin

Administer the building contract on behalf of the client, including managing variations, extensions of time, and interim payment certificates throughout the construction period.

Key output: Contract Administration File

02 Site Possession

Formally hand over possession of the site to the contractor. Confirm site boundaries, access arrangements, and any constraints or existing services that must be protected during construction.

Key output: Site Handover Certificate

03 Construction Docs

Issue construction documentation to the contractor, including working drawings, schedules, and specifications. Manage document revisions and ensure the site team is always working from the latest approved set.

Key output: Construction Issue Drawings

04 Shop Drawings

Review sub-contractor shop drawings and material submissions for conformity with the design intent. Approve, comment on, or reject submissions to ensure quality and specification compliance before fabrication or installation.

Key output: Approved Shop Drawings



Construction Administration: Key Activities (2 of 2)

Inspecting works on site, managing the completion process, and obtaining the occupation certificate



Steps 5–7

05 Site Inspections

Conduct regular site inspections to verify that construction work conforms to the approved drawings, specifications, and quality standards. Document non-conformances and issue site instructions to address deficiencies promptly.

Key output: Site Inspection Reports

06 Completion Management

Manage the completion process from substantial completion through to practical completion. Coordinate final inspections, compile defects lists, and oversee the rectification of outstanding work items before handover to the client.

Key output: Completion Schedule

07 Occupation Certificate

Assist the client in obtaining the occupation certificate from the local authority. Coordinate final inspections by fire, health, and building control officers. Ensure all statutory requirements are satisfied and the building is formally approved for use and occupation.

Key output: Occupation Certificate



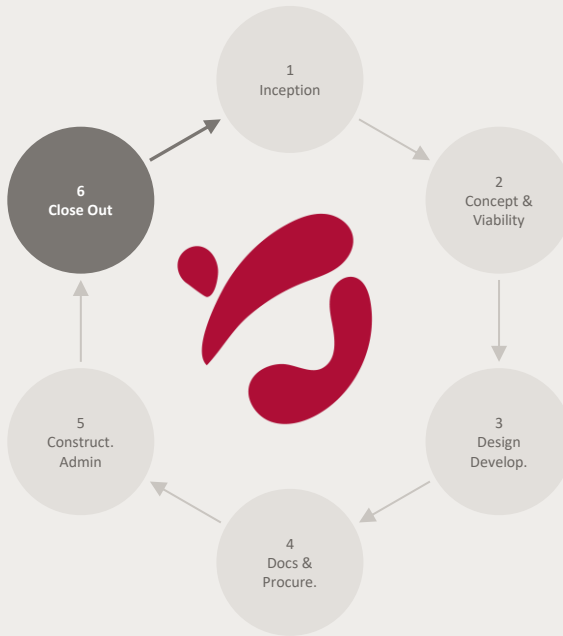
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Stage 6: Close Out

Facilitate project close-out, issue completion certificates, and provide construction record documentation.

Key Activities

- Facilitate project close-out and documentation
- Collate documentation for completion and handover
- Issue certificates related to contract completion
- Provide construction record documentation
- Deliver technical and contractual undertakings



Close Out: Key Activities (1 of 2)

Completing inspections, compiling handover documentation, and issuing completion certificates



Steps 1–3

01 Practical Completion

Conduct practical completion inspections and prepare detailed snag lists of outstanding and defective work. Verify that the building is substantially complete and fit for occupation. Coordinate the resolution of remaining defects within the agreed rectification period.

Key output: Practical Completion Certificate

02 Handover Documentation

Collate all documentation required for building handover, including operating manuals, maintenance schedules, warranty certificates, and supplier contact details. Compile health and safety files and ensure all statutory compliance documentation is in order for the client.

Key output: Handover Package

03 Completion Certificates

Issue the certificates required under the building contract, including works completion and final completion certificates. Confirm that all contractual obligations have been fulfilled, defects liability periods observed, and retention amounts reconciled before formal contract closure.

Key output: Final Completion Certificate



6

Close Out: Key Activities (2 of 2)

Delivering as-built records and settling the final account to close the project

04



05

As-Built Records

Final Account

Steps 4–5

04 As-Built Records

Prepare and issue construction record documentation including as-built drawings, amended specifications, and final material schedules. Ensure all design changes made during construction are accurately recorded and reflected in the final documentation set. Archive project records for future reference and facility management purposes.

Key output: As-Built Drawing Set

05 Final Account

Settle the final account between the client and contractor, reconciling all variations, provisional sums, and contractual claims. Deliver all outstanding technical and contractual undertakings. Close out consultant appointments and confirm that all professional fee accounts are finalised to formally conclude the project.

Key output: Final Account Statement

