

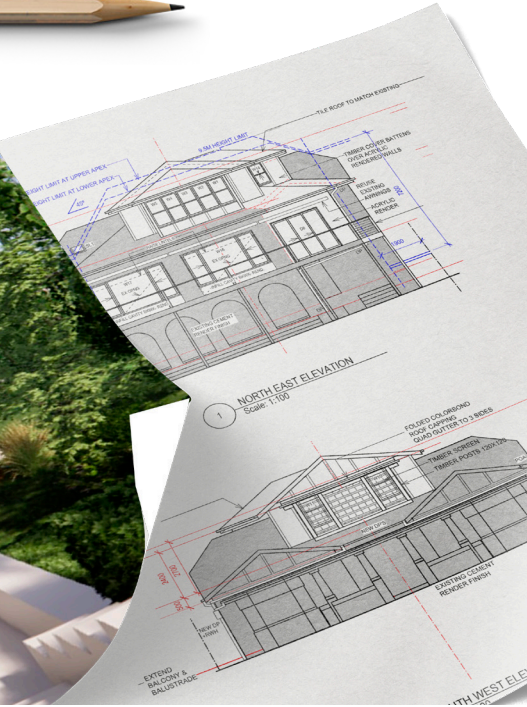
Cape Cod

A U S T R A L I A

My Life. My Home.

A Step-by Step Guide to our

DESIGN & CONSTRUCTION PROCESS
and **ADDITIONAL SERVICES WE PROVIDE**



55+ YEARS of Experience

The Cape Cod Process

Thank you for selecting Cape Cod Australia to be involved in the design and construction of your home addition.

We understand that planning a home addition can be a major undertaking and assure you that we will seek to make the process as easy and worry-free as possible.

Our Commitment to You

You can have confidence in Cape Cod Australia's high standards of construction, in our commitment to professional service, and in our quoted price. We aim to give you a worry-free experience, and we have the people and systems in place to make it happen.

As a winner of multiple industry awards, and with over 8,000 home additions completed, we know the potential pitfalls of major renovation work and how to steer around them.

This Guide is intended to provide you with information about the steps involved in Cape Cod's design and construction process, and I hope you will find it useful. It is not intended to cover every aspect of your particular requirements, however, if you have any questions at all please ask your Design Consultant.

I invite you to compare our services, our value and our client references to any other builder, and I look forward to seeing your project through to a successful completion. I wish you well as you consider these matters.

Yours sincerely,

ROSS THOMSON
Managing Director, Cape Cod Australia Pty Ltd

WINNER OF MULTIPLE HIA & MBA AWARDS



Step 1: Initial Consultation

Our architects and design consultants have extensive experience in the design of first floor home additions and ground floor extensions. They are conversant with Council planning regulations and are able to offer quality advice based on many years experience. Their aim at this first meeting will be to understand your objectives & needs, to provide guidance with regard to design options and likely cost, and to answer initial questions you may have about our Company and the process we follow.

By the end of the consultation you will have:

- A good idea as to how your requirements can be achieved.
- An indicative price for the above.
- An understanding of the main steps involved in the design & construction of your home addition.

Payment: Nil

Step 2: Concept & Design Fundamentals

Working closely with you, our Design Consultant will create the fundamentals for a workable design, take measurements & photographs, and creatively develop a concept design to meet your objectives. This is a consultative process and during the discussions it is important to identify your preferences so that the best outcome is achieved.

At the end of this Step you will have:

- Concept design sketches & diagrams that show how your requirements can be achieved.
- An updated indicative price based on your requirements.

Payment: The fee for this service varies based on the scope of work required and is payable directly to the Design Consultant. The consultant will discuss any charges with you in advance and only proceed on your approval.

Step 3: Documentation

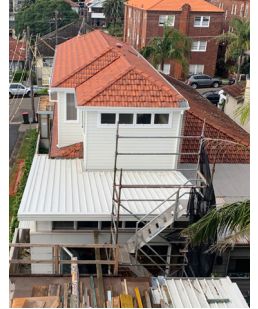
When you are happy with the outcome of the Concept and Design Fundamentals step, please request from the Design Consultant a detailed Proposal document. The Consultant will then prepare documentation such as: a Specification of Materials, Inclusions and Finishes; sketch plans; Preliminary BASIX Report; and will itemise any Works by Owner. This information is provided to Cape Cod's Estimating team who will liaise with the Consultant to provide you with a detailed Proposal for the scope of works as specified at this time.

Upon your acceptance of the Proposal and payment of the required fee (see below) Cape Cod will arrange for the preparation of documentation to all relevant authorities, including:

- A detailed measure of the existing dwelling by a Draftsperson and the preparation of full working drawings to be used for Council submission and the preparation of your HIA NSW Residential Building Contract for RENOVATIONS & ADDITIONS.
- Preparation of the various reports and diagrams required by your local Council, for example, Shadow Diagrams, Statement of Environmental Effects, SEPP1, etc.
- Compliance with BASIX regulations.
- A building inspection and written report by a qualified structural engineer for the structural adequacy of the existing dwelling to support the upper floor addition.
- A survey by a registered Surveyor, should this be required.
- Lodgement of the Development Application to your local Council including payment of lodgement fees
- Design of a suitable On-Site Detention system, where this is required by your local Council.
- Collection of a current sewer drainage diagram for the existing dwelling and obtaining Sydney Water Corporation approval to build along with payment of all standard inspection fees.

Payment: Acceptance of our Proposal requires a payment towards the cost of providing the services on your behalf outlined at this DOCUMENTATION step and to bring the project to Building Contract stage. The amount payable forms part of the project price.

FROM START



Step 4: Building Contract

Once DA approval is obtained, Cape Cod will make the necessary arrangements to prepare and issue a HIA NSW Residential Building Contract for RENOVATIONS & ADDITIONS for the construction of your project.

Services provided include:

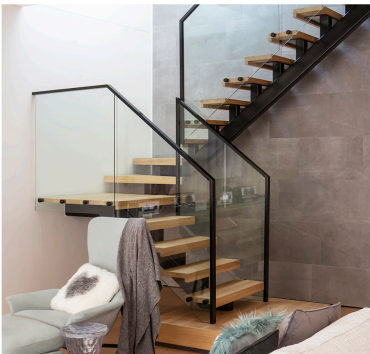
- Preparation of standard NSW Residential Building Contract for RENOVATIONS & ADDITIONS, comprehensive specification of building works and other associated documentation.
- Provision of any Long Service Levy and Home Building Compensation Fund Insurance for the project.
- Construction certification by an approved Certifier and payment of fees.
- Payment of Council Deposits.

We will also arrange for inspections and building approvals, for example:

- An inspection and report from a licensed termite control inspector.
- An inspection and report from a licensed electrical contractor as to the condition of wiring in the roof space and adequacy of mains and meter box to facilitate additional wiring.
- An inspection and report from a licensed plumber as to the condition of existing plumbing services.

Payment: Upon the signing of your NSW Residential Building Contract for RENOVATIONS & ADDITIONS, a payment varying between 5 to 10% of the contract value is required.

TO FINISH



Step 5: Construction

PERSONNEL AND SUPPORT SERVICE

Before construction begins, we will meet with you on site to explain what occurs during the building process. Your Construction Supervisor is an experienced project manager and your personal building advisor. He will ensure that construction stays on track and that any difficulties are resolved without delay. During construction we offer a 24 hour, 7 days a week service hotline to assist you in case of any emergency. Our tradesmen are hand-picked professionals who respect both you and your home. Our reputation has been built on integrity and quality and we will not compromise our good name.

CONSTRUCTION STAGES

Ground floor work, renovation work, first floor work, site constraints and of course your specific requirements are all considered carefully as we plan the construction of your project. While each construction plan is unique and tailored to achieve the best outcome, we typically sequence the major activities as follows:

- **First Floor.** We begin by removing the old roof, making way for structural members to go down and a new floor to be laid. Next, frames and roof structures are put in place, preparing the way for gutters and roof coverings. This stage is critical and intense, however it is typically achieved within a 2-week time frame. We then proceed to fit windows, external finishes, downpipes, painting, etc to achieve lock-up in 4-6 weeks.
- **Internal services.** Such as electrical, plumbing, insulation, air-conditioning and other special features that may be required prior to internal linings being fitted. These are mostly well underway before the external work is complete.
- **Internal Waterproofing & Linings.** We are now ready to fit the internal linings, cornices etc. and proceed with one of the most important unseen components of the extension, the waterproofing of the wet areas. Cape Cod has developed and refined its processes to ensure that waterproofing is carried out to the highest quality. We would also install the staircase at this time.
- **Internal Fit Out.** This work involves the internal fit out of doors, architraves, skirtings, wall and floor tiles, plumbing finish offs and electrical finish offs, stair rails and any other personal requirements. Your project is now ready for internal painting.
- **Practical Completion.** Somewhere during the above stages we will have coordinated ground floor work and renovation work, internal and external, so if possible all areas of your new home are completed together thus achieving the stage known as Practical Completion.

Payment: Cape Cod will invoice you with a Progress Claim at the conclusion of each construction stage. The actual stages and amounts to be paid will be set out in the HIA NSW Residential Building Contract for RENOVATIONS & ADDITIONS prepared for your project.

AFTER COMPLETION CARE

Cape Cod Australia are renowned for our After Completion care program. It is one of the reasons we have lasted so long in an industry where building companies come and go.

- **Warranty Periods.** Manufacturer's Warranties apply to all products supplied, typically one (1) year. Any non-structural defects/maintenance discovered relating to our workmanship are repaired at our cost during the Warranty Period which runs for two (2) years from Practical Completion.
- **Warranty Period: Structural Defects.** By law, the Home Building Act provides a warranty against substandard work or materials for a period of six (6) years. Cape Cod will extend this to ten (10) years for all structural and waterproofing work.
- **Easy Reporting.** We make it easy to report any defects, which can be by way of telephone, email, or through our website. Additionally, past customers are also able to contact us for advice on building matters affecting their home - we believe that customers are for life.

Service & Fees included in the Quoted Price

Construction of a quality home addition involves a range of accompanying services, many of which require fees to be paid. At Cape Cod, we believe that you would prefer to know the total cost of your home addition up front, and for that reason we include all of the services that are listed in this flyer. We invite you to compare our total offering with that of other companies.

Services & fees required for Council DA Submission:	
• Compliance with BASIX regulations	✓
• Provision of documentation for Council Submission including Elevations, Floor Plans and Statement of Environmental Effects	✓
• Where required by Council - Provision of Shadow Diagrams; Site Analysis & Streetscape Analysis plans; Detailed Height Surveys & Site Surveys; Design of Onsite Stormwater Detention	✓
• Submit Development Application, including payment of Long Service Levy and any Section 94 contributions	✓
Pre-Construction Inspection & Certification Services	
• Building inspection & report by a qualified structural engineer to determine adequacy of the existing dwelling to support the upper floor addition	✓
• Termite inspection & report by a licensed termite control inspector	✓
• Electrical inspection & report by a licensed electrical contractor as to the condition of wiring in the roof space and adequacy of mains and meter box to facilitate additional wiring	✓
• Plumbing inspection & report by a licensed plumber on the condition of existing plumbing services	✓
• Inspections & reports dealing with asbestos, lead and other hazardous materials, where required	✓
• Obtain Sydney Water Corporation approval to build, and payment of standard inspection fees	✓
Services & fees to obtain Occupation Certificate	
• Obtain certificates as follows: Insulation, Glazing (incl. Window Schedule), Lighting/Smoke Detectors, Wet Areas, Fixtures, BASIX Compliance	✓
• Arrange final inspection by an approved Certifier	✓
• Obtain Occupation Certificate	✓
Miscellaneous Services	
• Obtain Home Builder Compensation Fund Insurance for the project	✓
• Obtain current sewer drainage diagram	✓
• Remove demolition and building debris from the site during construction and at completion	✓

Construction Quality

Cape Cod has established a reputation for high quality construction. Our goal is to build a home addition that you will be proud to own, year after year. To achieve this, we take extra care where it matters most:

Our Standard Construction Techniques	
• Your personal construction supervisor/project manager has many years of industry experience and a strong commitment to customer service	✓
• 24 HOUR, 7 DAY Client Support Service during construction period	✓
• Full back up from qualified Design, Technical, and Construction personnel during business hours	✓
• All structural floor frame support members are certified by a qualified Structural Engineer	✓
• All floor, wall and roof timbers designed in accordance with Australian Standard 1684 and certified by a qualified Structural Engineer as required	✓
• Particular attention is given to Energy Efficient construction	✓
• Floors - Structural floors are screwed down. Tongue & Groove floors where included are laid on a structural floor base to assist in sound transfer & insulation quality	✓
• Block primer is used on all cement render finishes. External cement screed with additives to prevent effervescence	✓
• Particular attention is given to wet areas with step downs to the floor to create a flush finish at the door and a further step down in the shower recess to contain water within the shower. Epoxies and polyurethane membranes are used to waterproof all wet areas and have a 10 year warranty	✓
• During construction, waterproofing protection involves a heavy-duty tarpaulin and a purpose-designed polyfabric waterproof membrane. Temporary down pipes are installed to keep water splash away from construction works	✓

Warranties and Other Considerations

• When Building Contract deposit is required to be paid	only after Council approval received
• Public liability insurance cover during construction	\$20 million
• Penalty payments to you if we don't complete on time (i.e. Liquidated Damages)	\$1,000 per week
• Defect maintenance warranty period	26 weeks
• Structural warranty provided	10 years
• Ongoing customer care after project completion	55+ years
• Length of time that the Company has been building home additions	55+ years
• Number of home additions built	over 8,000



For more information, please visit our website:
www.capecod.com.au

Alternatively, you can contact us by:

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Let's Connect

