



SHORT RESIDENTIAL CLIENT GUIDE

Office of Regional Architecture · Architects for Regional WA

Thanks for reaching out to the Office of Regional Architecture. Starting a new project is exciting, and you probably have questions: how long will it take, what will it cost, who else do you need on the team? This short guide sits alongside your quote as a quick reference — it isn't meant to be exhaustive. Familiarise yourself with the process below, and when you're ready to talk specifics, we're only a call away.

THE PROCESS AT A GLANCE

Every project is different, but the stages are broadly the same each time. Depending on your project and budget, services can be added or removed at any stage — we'll always be clear about what's included before you sign anything.

STAGE	WHAT HAPPENS	YOU MIGHT...
1 Concept & Feasibility	We take your brief, assess the site and explore design options against your budget.	<i>Meet with us; share your budget, needs and ideas.</i>
2 Design Development	The design is refined and engineers are engaged, ready for Development Approval (DA).	<i>Make preliminary material and fixture selections; approve lodging your DA.</i>
3 Documentation	We prepare detailed drawings and specifications for Building Permit and builder pricing.	<i>Finalise your material and fixture selections.</i>
4 Tender & Contract	Builders price the project; we help you choose one and finalise the contract.	<i>Select your builder; sign the building contract.</i>
5 Construction	We inspect progress on site, check quality and assess the builder's payment claims.	<i>Make final selections; pay building invoices.</i>
6 Completion	We follow up on any defects through to the end of the Defects Liability Period.	<i>Move in, and flag anything that needs attention.</i>

YOUR PROJECT TEAM

Your architect leads the team and coordinates the specialists below as needed — not every project needs all of them, and we'll advise which apply to yours.

Your Architect (ORA)

Leads the design, coordinates your consultant team, and administers the building contract on your behalf from first sketch to final handover.

Structural Engineer

Designs the structure — engaged for most projects to size beams, footings and framing.

Geotechnical Consultant

Determines the site's soil classification if the Structural Engineer can't, and carries out soil permeability (drainage) testing where an on-site septic system is needed.

Energy Efficiency Assessor

Verifies the design meets the National Construction Code's energy efficiency requirements.

Quantity Surveyor (QS)

Provides an independent cost estimate based on market rates, as a benchmark alongside your builder's costing — engaged if you'd like that extra perspective. A Cost Estimator can offer a cheaper alternative, though without the QS's formal qualification.

Your Builder

Engaged after Development Approval to construct the project, typically through a competitive tender we run on your behalf.

Land Surveyor

Provides a feature and contour survey of your site early in the design process.

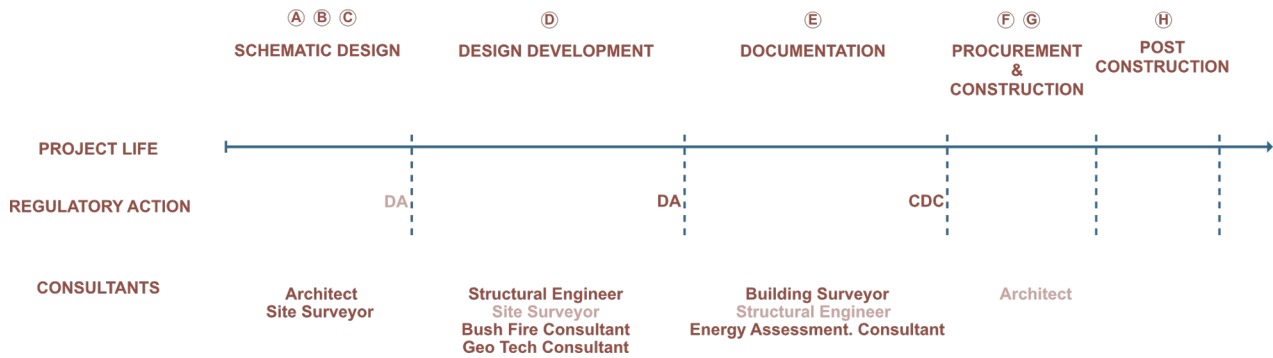
Building Certifier

Assesses the design against the National Construction Code for your Building Permit.

Bushfire Assessor

Assesses bushfire risk and any required construction measures — only needed if your site is in a Bush Fire Prone Area.

PROJECT TIMELINE



APPROVALS, IN BRIEF

- Development Approval (DA) — your Local Government Authority checks the project against its Town Planning Scheme (setbacks, height, neighbour impacts). Usually 60–90 calendar days.
- Building Permit (BP) — required for works over \$20,000, assessed against the National Construction Code. A Certified assessment (via an independent Building Certifier) is typically approved within 10 days; an Uncertified assessment can take up to five weeks.

A NOTE ON FEES

We quote our fee in stages, based on the scope of work. After our initial meeting, we start by quoting the Concept & Feasibility stage — this lets us refine the scope with you before quoting for Design Development and Documentation. Tender & Contract is quoted once documentation is complete, as either a fixed fee or an hourly rate; most residential clients only need occasional advice from us during construction, which we're happy to provide hourly. We'll always agree the fee basis with you in writing before any chargeable work begins.

WHERE TO FROM HERE?

A Site Consult is the best place to start — we'll walk your site, talk through your project, and follow up with a clear written proposal, including our fee. Get in touch any time.

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