

CC PREPARATION CHECKLIST GUIDELINE

For information only, please consult D5D for your Specific Project Requirements

Job No.	Project:	Page:
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Required	Checked	Description	Comment	Date/Sign
PROJECT				
<input type="checkbox"/>	<input type="checkbox"/>	Project Address		
<input type="checkbox"/>	<input type="checkbox"/>	Project No. D5D		
<input type="checkbox"/>	<input type="checkbox"/>	Project Type		
<input type="checkbox"/>	<input type="checkbox"/>	Project Client		
BRIEFING				
<input type="checkbox"/>	<input type="checkbox"/>	Prepare Fee proposal		
<input type="checkbox"/>	<input type="checkbox"/>	Fee Agreement confirmed		
<input type="checkbox"/>	<input type="checkbox"/>	Client Instruction to proceed confirmed.		
<input type="checkbox"/>	<input type="checkbox"/>	DA Approval conditions and Drawings received.(If applicable)		
<input type="checkbox"/>	<input type="checkbox"/>	DA revise report prepared by Design Architect.		
<input type="checkbox"/>	<input type="checkbox"/>	Establish/Confirm any client requested changes to approved DA.		
<input type="checkbox"/>	<input type="checkbox"/>	Is brief supplied by Client? (Register on incoming document)		
<input type="checkbox"/>	<input type="checkbox"/>	If existing DA on site advise Client if Section 96 required.		
<input type="checkbox"/>	<input type="checkbox"/>	Confirm Client submission requirements.		
<input type="checkbox"/>	<input type="checkbox"/>	Confirm Client's marketing requirement and any additional fee.		
<input type="checkbox"/>	<input type="checkbox"/>	Has Client provided any pre-sales contract?		
<input type="checkbox"/>	<input type="checkbox"/>	Advise Client of any conflict between pre-sales contracts and proposed design.		
SURVEY				
<input type="checkbox"/>	<input type="checkbox"/>	Is survey provided by:		
<input type="checkbox"/>	<input type="checkbox"/>	- Client		
<input type="checkbox"/>	<input type="checkbox"/>	- Surveyor		
<input type="checkbox"/>	<input type="checkbox"/>	Review survey for required information.		
<input type="checkbox"/>	<input type="checkbox"/>	Advise Client of any survey omissions.		
<input type="checkbox"/>	<input type="checkbox"/>	Are as-built drawings provided by:		
<input type="checkbox"/>	<input type="checkbox"/>	- Client		
<input type="checkbox"/>	<input type="checkbox"/>	- D5D in-house		
<input type="checkbox"/>	<input type="checkbox"/>	Advise Client of any omissions to Client provided as-built drawings		
<input type="checkbox"/>	<input type="checkbox"/>	Is tree survey required by qualified Horticulturist?		
<input type="checkbox"/>	<input type="checkbox"/>	Is water Board diagram required?		
<input type="checkbox"/>	<input type="checkbox"/>	Check for Boards sewer (Client to arrange peg-out)		
<input type="checkbox"/>	<input type="checkbox"/>	Prepare photographic survey of site and adjoining developments.		

Required	Checked	Description	Comment	Date/Sign
CODES				
<input type="checkbox"/>	<input type="checkbox"/>	Confirm site zoning, permitted use etc.		
<input type="checkbox"/>	<input type="checkbox"/>	Review Council codes, LEP,DCP etc.		
<input type="checkbox"/>	<input type="checkbox"/>	Comply with BCA.		
<input type="checkbox"/>	<input type="checkbox"/>	Disabled access requirements.		
<input type="checkbox"/>	<input type="checkbox"/>	Are there any heritage issues.		
<input type="checkbox"/>	<input type="checkbox"/>	Confirm any issues on critical path of CC submission date to client. If applicable.		
CONSULTANTS				
<input type="checkbox"/>	<input type="checkbox"/>	Confirm Consultants required for DA to Client:		
<input type="checkbox"/>	<input type="checkbox"/>	Planning		
<input type="checkbox"/>	<input type="checkbox"/>	Traffic		
<input type="checkbox"/>	<input type="checkbox"/>	Landscape		
<input type="checkbox"/>	<input type="checkbox"/>	Hydraulics		
<input type="checkbox"/>	<input type="checkbox"/>	Civil		
<input type="checkbox"/>	<input type="checkbox"/>	Structural		
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical		
<input type="checkbox"/>	<input type="checkbox"/>	Electrical		
<input type="checkbox"/>	<input type="checkbox"/>	Environmental/ESD		
<input type="checkbox"/>	<input type="checkbox"/>	Others...		
<input type="checkbox"/>	<input type="checkbox"/>	Confirm appointment of consultants by: Client / Fee proposals to be arranged by D5D.		
<input type="checkbox"/>	<input type="checkbox"/>	Confirm Consultancy scope of work for fee proposal. Structural Engineer to confirm to client geotechnical report required.		
<input type="checkbox"/>	<input type="checkbox"/>	Ensure any consultant appointments/fee proposals are addressed to Client and accepted on behalf of Client.		
<input type="checkbox"/>	<input type="checkbox"/>	Confirm Clients/Council requirement for visualisation. 3D imagery ,perspective (Client charge)		
OFFICE PROCEDURE				
<input type="checkbox"/>	<input type="checkbox"/>	Prepare drawing register/scales.		
<input type="checkbox"/>	<input type="checkbox"/>	Prepare register of Client, consultants, Council etc. with contact names, phones, faxes etc.		
<input type="checkbox"/>	<input type="checkbox"/>	Prepare project fax sheet.		
<input type="checkbox"/>	<input type="checkbox"/>	Prepare project transmittal sheet (drawing register format).		
OFFICE PROGRAM				
<input type="checkbox"/>	<input type="checkbox"/>	Prepare/confirm office program.		
<input type="checkbox"/>	<input type="checkbox"/>	Confirm staff allocation		
<input type="checkbox"/>	<input type="checkbox"/>	Confirm program/staff allocation complies with job budget.		
DRAWING CHECKLIST				
<input type="checkbox"/>	<input type="checkbox"/>	Confirm compliance as per D5D checklists for DA documentation.		
<input type="checkbox"/>	<input type="checkbox"/>	Resolve wall thickness and confirm with Client.		
<input type="checkbox"/>	<input type="checkbox"/>	Use standard door and window openings.		
<input type="checkbox"/>	<input type="checkbox"/>	Heights to be in masonry coursing if applicable.		
<input type="checkbox"/>	<input type="checkbox"/>	Shadow diagrams if required. Check time and dates required.		
<input type="checkbox"/>	<input type="checkbox"/>	Shadow diagrams to show adjoining buildings, fences, evergreen trees.		

Required	Checked	Description	Comment	Date/Sign
PRELIMINARY SUBMISSIONS				
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary submission to consultants/clients:		
<input type="checkbox"/>	<input type="checkbox"/>	- 25%		
<input type="checkbox"/>	<input type="checkbox"/>	- 50%		
<input type="checkbox"/>	<input type="checkbox"/>	- 75%		
<input type="checkbox"/>	<input type="checkbox"/>	Confirm materials.		
<input type="checkbox"/>	<input type="checkbox"/>	Client comments incorporated.		
<input type="checkbox"/>	<input type="checkbox"/>	Consultant's comments incorporated.		
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary briefing of project with Council officers.		
<input type="checkbox"/>	<input type="checkbox"/>	Confirm with Client advice from Council.		
<input type="checkbox"/>	<input type="checkbox"/>	Confirm Client's acceptance (comments) at every submission (minutes/fax).		
DESIGN REVIEW				
<input type="checkbox"/>	<input type="checkbox"/>	By design Architect/Design Review Group:		
<input type="checkbox"/>	<input type="checkbox"/>	- 25%		
<input type="checkbox"/>	<input type="checkbox"/>	- 50%		
<input type="checkbox"/>	<input type="checkbox"/>	- 90%		
<input type="checkbox"/>	<input type="checkbox"/>	Areas schedule (GFA and nett lettable) F.S.R. site cover etc.		
<input type="checkbox"/>	<input type="checkbox"/>	Check areas, setbacks, floor levels etc. against Council codes.		
MATERIALS				
<input type="checkbox"/>	<input type="checkbox"/>	Comply with Client requirements.		
<input type="checkbox"/>	<input type="checkbox"/>	Comply with Council requirements.		
<input type="checkbox"/>	<input type="checkbox"/>	Confirm wall and floor construction, external materials to Client.		
CC SUBMISSION				
<input type="checkbox"/>	<input type="checkbox"/>	Confirm who submits.		
<input type="checkbox"/>	<input type="checkbox"/>	Application to be made out in name of <u>Client</u> c/o D5D if D5D are submitting.		
<input type="checkbox"/>	<input type="checkbox"/>	Obtain current CC forms.		
<input type="checkbox"/>	<input type="checkbox"/>	Owners consent.		
<input type="checkbox"/>	<input type="checkbox"/>	Confirm all fees required by Council and advise Client.		
<input type="checkbox"/>	<input type="checkbox"/>	Confirm number of sets required by council.		
<input type="checkbox"/>	<input type="checkbox"/>	Confirm compliance with Council submission requirements.		
<input type="checkbox"/>	<input type="checkbox"/>	Confirm compliance with council colouring requirement.		
<input type="checkbox"/>	<input type="checkbox"/>	If D5D submitting obtain receipt.		
<input type="checkbox"/>	<input type="checkbox"/>	Forward copy of CC submission and receipt to Client.		
CC DETERMINATION				
<input type="checkbox"/>	<input type="checkbox"/>	Advise Client of any discussions with Council or PCA during determination.		
<input type="checkbox"/>	<input type="checkbox"/>	Provide client with copy of Council's or PCA's determination with relevant comments.		