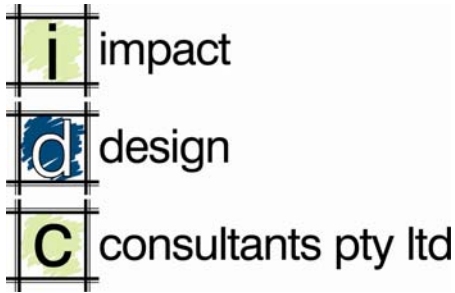


# welcome kit

Dear prospective client,

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high impact for the client - low impact on the environment



Thankyou for considering impact design consultants for your building project.

We pride ourselves on meeting the clients' expectation in design, budget, environmental impact and sustainability for the long term.

Enclosed within this pack is important information relating to the services impact design consultants can offer, depending upon the level of detail you require.

Soon you will be meeting with one of our team to discuss your project in more detail, obtain an understanding of the site and the potential council regulations we may need to consider.

This meeting is an important start to your project as we need to identify your needs, requirements, affordability and timing.

We have included 2 forms for you to initiate the design process, the "client-wishlist" and a "what you need to know" checklist, the client-wishlist is an important document that will identify your initial needs in a priority format and discuss how you may furnish or equip the room.

**Make sure you fill out this form, return it to our office before your appointment and design consultation.**

The "what you need to know" checklist is a guide to the entire design and building process, this can be used to keep in touch with the designer and builder, but also be a helpful checklist to ensure the important items are completed and your project is running on time. (this checklist can be used no matter who the designer may be!)

To assist us with servicing you better we would appreciate you reading the information enclosed.

Yours faithfully,

Darren Whelan  
Managing Director

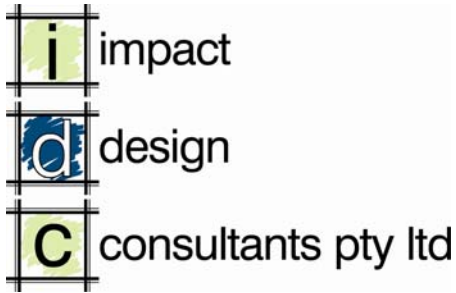
**vision statement**

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## **mission statement**

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impact design consultants strives for a consumer friendly experience that provides the client an informative and honest understanding of the design and building process.

the design documentation will be of a professional standard and our processes allow for client participation so as the end product meets the expectation of the original brief.

our focus on cost effective design and construction methods provide an opportunity to communicate budget constraints in the early stages of design and will also consider long term cost effective advantages to be taken up particular to energy efficient construction.

our team enjoys the challenge of new and interesting design and is committed to ongoing training, new product initiatives and building industry exposers.

impact design consultants considers the issues of the environment and will provide resources to explore a more sustainable outcome.

our commitment to the client, to meet their needs, to assist through the entire building project is at the fore-front of our plight.

## **services**

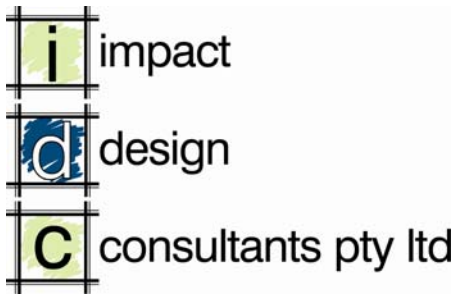
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impact design consultants offer a full service of architectural design and building design consultancy, our services include:

### **conceptual designs**

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- 3d visualisations – “life like” 3 dimensional computer drawings
- Presentation drawings – hand coloured
- prepare concept drawings based upon client brief and/or ideas to better understand the overall design building project

### **drafting services**

- basic drawing package with minimal drawing documentation to achieve building permit and satisfactory for builder to start quoting from. Usually a client will have good knowledge of their layout and a sketch prepared to work from.
- \* minimal design consultation is included in this process*

### **design services**

- extensive drawing package which can include any of the following: conceptual design, draft working drawings, fixture and fitting schedule, final working drawings, which encompasses client contact and involvement throughout the entire design phase
  - preparation of associated working drawings for detailed construction, joinery and other particular design requirements
  - administer other associated consultants relating to the project, such as soil testing, structural engineering, arborist reports, energy reports, etc. etc.
- \* our goal is to have an end product that has met the clients' needs, has considered the budget and a design that has a positive impact to the environment*

### **planning applications**

- act on behalf of the owner to assist in the planning process
- prepare initial drawings for statutory planning pre-application meetings
- report and prepare required documentation for planning submission
- follow through with planning application process to achieved required client results (if required by client)

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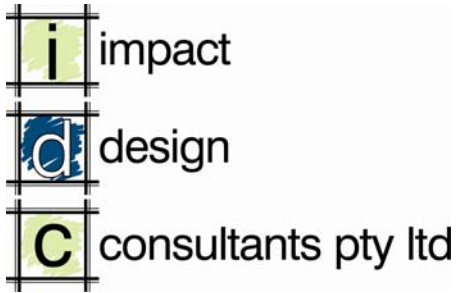
### **services continued**

#### **feasibility studies**

- look at client requirements for potential development
- investigate options to best suit the clients budget requirements and project outcomes
- prepare preliminary drawings based upon client brief

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### **contract administration**

- work with building surveyors to achieve the required project building permit
- prepare reports for modification to the current building laws and local municipal by-laws
- administrate the building contract on behalf of the client/owner

### **other services we can facilitate**

- soil testing
- energy reports
- structural/civil engineering
- title search
- landscape designs
- arborist reports
- feature land surveys
- re-establishment surveys
- site analysis surveys

resources located at our office can also be sort giving potential clientele information about building commission based documents such as:

- building in Victoria – a consumer’s guide
- 5 star houses are better houses
- owner-builder information and education kit