

# INFORMATION PACKAGE.



**HAWK.**  
B U I L D I N G // D E S I G N





# WELCOME.

Thank you for considering us to bring your vision to life. At **Hawk Building & Design**, we believe in creating spaces that truly reflect your lifestyle, needs, and aspirations. Our team is passionate about **quality, transparency, and collaboration**, guiding you through every step of the building and design process.

We pride ourselves on honest communication, a straightforward approach, and a genuine commitment to delivering outstanding results.

Whether you're building your dream home or renovating your current space, we're here to make the journey **smooth, enjoyable, and stress-free**.

# OUR PROCESS.

We understand that building or renovating is a significant investment, both financially and emotionally. That's why we've developed a clear, step-by-step approach to keep you informed and comfortable from start to finish.

## 01.

### **Initial Consultation**

We meet to discuss your ideas, goals, and budget. This is a chance for us to get to know you and for you to ask any questions about the process.

## 02.

### **Provide Estimation for the Design**

After the consultation, we provide a detailed estimate for the cost of the design. This phase requires a deposit (amount is dependent on the size of the project) to move to the design phase.

## 03.

### **Design Phase - Concept Design**

We provide design questionnaires for you to complete, which help us understand your vision and how you intend to use your new space. This allows us to truly listen to your needs and explore the best possible solutions and opportunities. Using this information, we develop a concept plan to share with you for feedback and refinement.

## 04.

### **First Draft**

Based on your feedback on the concept design and our discussions, we prepare the initial set of detailed plans.



# 05.

## **Developed Design**

We refine the design, adjusting as needed, to achieve the perfect result you are chasing. During this phase we dig into details of your build and lock in selected finishes such as taps, joinery, colours and other important but smaller aspects of your build. It may seem premature but it provides certainty with the construction estimate and helps us stay organised and have materials arrive on time during the build phase.

# 06.

## **Completed Plans**

Finalised plans are prepared and ready for council submission.

# 07.

## **Planning Phase - Council Approved**

We help you gather and prepare all documents required for NSW council approval, guiding you through the process and keeping you updated along the way. This includes obtaining the necessary documentation such as a Geotechnical report on the soil, relevant engineering documents, a BASIX certificate and any other essential reports to obtain council approval.

# 08.

## **Contract Signed**

Once plans approved and pricing is finalised, we prepare a fixed price contract (using the NSW Fair Work contract). This must be signed before reserving a construction slot.

# 09.

## **Construction Slot Allocation**

You will be presented with a potential construction start slot. This slot is confirmed only once the construction contract has been signed and the construction deposit has been paid. Upon receipt of the signed contract, deposit, and HBCF insurance approval, we formally allocate and reserve your selected construction slot in our schedule, providing you with certainty around your project's commencement date.

# 10.

## **Construction Phase: CC**

A construction certificate is obtained from council and building begins during the allocated construction slot.

# 11.

## **Build**

The building phase begins, with regular updates and open communication throughout. We use build exact to manage our projects. You will receive a link to a client portal which will show updated and completed work. Times will also be scheduled at important project milestones for a walk through and inspection for you to experience the progress being made.

# 12.

## **Occupation Certificate**

An Occupation Certificate is received and presented to you.

# 13.

## **Handover**

Once construction is complete, we walk you through and present you with your new space!

“

*We hired Blake to renovate our home and are very happy with the results. From start to finish, he was honest, hardworking, and reliable—always showing up as scheduled, which we greatly appreciated.*

*Blake was open to discussing different options throughout the project, offering valuable insights and identifying potential issues before they became problems. His solutions were practical and well thought out, demonstrating his expertise.*

*The quality of his workmanship is very good, and we have no doubt that his work will stand the test of time. In fact, we were so satisfied with the first project that we've since hired him for another job—which demonstrates our trust in his skills and professionalism.*

”

**Mark from Cambewarra**



# PAYMENTS & DEPOSITS

We believe that a well-structured payment process is essential to a positive building experience. That's why we provide clear, transparent, and manageable payment schedules from the outset—so you always know what to expect. Our approach is designed to give you confidence, maintain momentum throughout the project, and ensure a smooth, stress-free journey from start to finish.

## Concept Design & Estimate

Following the initial consultation and prior to commencing concept design, a deposit is required. This secures your place in our design queue and covers the preliminary planning and design work.

## Planning Phase Payment

To cover development application council fees, specialist consultant input, and job-specific documentation, payment is required in full upfront. This allows us to progress through the approval process as efficiently as possible and simplifies the experience for our clients by consolidating these costs into a single payment.

## Fortnightly Invoices

Once we enter the allocated construction slot and work has begun we will start sending through invoices every fortnight. The amount will be broken into progress payments and dependent on the percentage of work completed on site.

## Design Payment

We require a **50% payment** of the estimated design fees prior to commencing the design phase, with the remaining 50% payable upon presentation of the final plans.

## Construction Slot Allocation Deposit

This payment which is 10% of the contract price is made to reserve a construction slot once the necessary steps have been completed.

## Final Payment

A final payment of 10% will be invoiced upon presentation of occupation certificate, handover documents, compliance certificates and the keys.

“

highly recommend Blake as he completed an excellent redecking for me. My old pine deck was rotting badly in exposed parts and I realized that I should of used hardwood the first time!

I contacted 5 carpenters and 3 did not get back to me or the job was too small or they were busy for 12 months! One never came for an arranged site visit and then there was Blake He arrived promptly for a site visit with wood samples, very polite and personable. I suggested cypress pine to better complement my internal flooring. He researched the wood, told me it would be fine and quoted fairly.

We arranged a start date and the job was completed promptly and to a high standard. He used far better screws than the original decking and it looks a million dollars.

During the work I stayed away to avoid the noise and stay out of his way. Blake's carpentry is of a high standard and he was a pleasure to work with. I recommend him without hesitation. Thanks Blake for your hard skilled work.

”

**Andrew from Culburra**

# DESIGN STAGES EXPLAINED.

Our design process is structured into clear stages, with professional drafting integrated throughout. Each stage builds on the last, transforming ideas into accurate, detailed drawings that support informed decisions, approvals, and construction. This staged approach ensures clarity, precision, and a smooth transition from concept to build.

## 01.

### **Concept Design**

Early sketches and layouts to explore your ideas and establish a direction.

## 02.

### **First Draft**

Initial set of plans, incorporating your feedback and priorities.

## 03.

### **Second Draft**

Refined plans based on your review and further input.

## 04.

### **Completed Plans**

Finalised set of detailed drawings, ready for council submission and tendering.

## Construction Slot Allocation & Reservation

To ensure every project receives our full attention, we limit the number of builds we undertake at one time. Construction slots are allocated once your contract is signed and deposit received. This guarantees your place in our schedule and provides a clear expected start date. If you'd like to reserve a particular timeframe, let us know early because slots fill quickly.

## Council Approval in NSW

Navigating council requirements can be daunting, but we're here to help. We prepare and submit necessary documentation for Developmental Application (DA) or complying Development Certificate (CDC), including site analysis, detailed plans, and supporting reports. Our team keeps you informed at every stage, addressing council queries and ensuring all paperwork meets NSW regulations.

## Contracts & Pricing

We use fixed price contracts based on the NSW Fair Work contract template or the Master Builders Association Building contract template, providing clarity and protection for both parties. The advantages of fixed price contract include:

- Certainty over total project cost - no hidden surprises
- Clearly defined scope of works
- Payment schedule outlined up front
- Confidence that your project complies with NSW standards

We'll review the contract together before signing, so you understand every aspect and can ask any questions.

## Variation Policy

We know that ideas can evolve during the build. Any requested changes are discussed, priced, and documented before proceeding. We work hard and closely with you during the design phase to minimise variations later, helping keep your project on time and on budget.





“

*We recently had Blake build an external feature pergola for us.*

*We are extremely happy with the final product and could not recommend him enough! Blake had the best customer service of any business we received a quote from, taking the time to understand what we wanted and giving us examples of different accents to choose from. He was also quick to provide a written quotation as requested.*

*Blake was professional, reliable and had great attention to detail and pride in his work, resulting in a great pergola!*

”

*Thanks Blake*

*Jess from Nowra*

# STATUTORY WARRANTIES IN NSW: WHAT YOU'RE PROTECTED BY

All residential building work in New South Wales is protected by statutory warranties under the Home Building ACT 1989 (NSW). These warranties are automatically included in every building contract, regardless of the contract value, and they cannot be excluded or waived. They apply to both the original and subsequent owners of the property.

## Included:

- Work is completed with due care and skill and in accordance with the plans and specifications.
- All materials supplied are suitable for their intended purpose, and unless otherwise agreed, are new ,
- Work complies with all relevant laws and regulations.
- Work is carried out diligently and within the time stipulated in the contract, or within a reasonable time if not specified.
- If the work involves constructing or renovating a dwelling, it must result in a structure that is reasonably fit for occupation.
- If the owner specifies a particular purpose for the work, the work and materials must be reasonably fit for that purpose.



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# WARRANTY PERIODS.

## Major Defects

Covered for six years from the date of completion. Major defects are those that affect the structural integrity of the building, such as foundations, load-bearing walls, and roofs.

## Other Defects

Covered for 2 years from the date of completion. These include non-structural issues like minor leaks, faulty finished, or problems with fixtures or fittings.

## Making a Claim



If you discover a defect, you must notify the builder in writing within 6 months of discovering the issue and allow them an opportunity to rectify it before seeking further legal remedies.



Claims for breach of statutory warranty must be made within the relevant warranty period (6 years for major defects, 2 years for other defects)



These warranties cannot be excluded, limited, or modified by contract. They are guaranteed by law and remain in force even if the property is sold during the warranty period.

“

*Blake gave detailed thought to his tender for our beach access stairs and made some positive suggestions which were most helpful. His tender was competitively priced.*

*Blake commenced work on the day agreed; he arrived on site on time on each occasion; his workmanship was superb; his manner was professional, polite and friendly; he worked diligently whilst on site; and the quality of his work has been commented on positively by other professionals. I commend him to those seeking excellent carpentry services.*

”

**Geoff from Culburra**



# READY?

## Ready to take the next step?


Here's how:


Let us know you'd like to move forward. We will send you a design agreement and deposit invoice.


Once your deposit is received, we'll schedule your concept design and keep you updated on timelines.


If you have any questions, please don't hesitate to reach out. Our team is here to support you.

We look forward to working with you and turning your ideas into a home you'll love for years to come!

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