NEXT LEVEL

UNLOCKING PROPERTY POTENTIAL

11 STAGES OF

STRATA DEVELOPMENT EASTERN SUBURBS

ABOUT: WARREN LIVESEY

As a strata property development specialist with over 20 years of project management experience, I work with apartment owners in strata buildings to unlock property potential, thereby generating capital for strata expenditures, developing the value of their asset, while improving their lifestyle in the process.

My vision is to provide a unique and innovative solution that works for each client and by also understanding their goals as a collective. By developing creative design, I'm able to unlock the building's space potential, and ultimately, increase the value in your property. This can be achieved through fire and building upgrades, attic conversions and additions, sub-divisions, title changes, exclusive use of garden areas, and reconfiguring buildings to use redundant stairwell space.

As one of Sydney's ONLY specialists in strata property development, I bring to the table a unique set of experience that makes a difference in how my clients are able to achieve the best outcome:

- In-depth knowledge of strata law & procedures
- Extensive knowledge of building regulations & town planning guidelines
- Understanding council development application submissions & their decision-making processes
- Solid network of trusted architects, town planners, builders, engineers and trade teams all specialise in the eastern suburbs and with a keen focus Waverley, Woollahra and Randwick council areas. Each of them provides out the box thinking and quality workmanship.
- Qualified accountant with experience in contracts, reviewing & managing budgets, tax structures, process negotiation and tendering

Building good relationships with my clients is of high importance to me. The feedback I often receive from them is they enjoy clear communication, open and neutral advice and a development partner who always does what he says he will do.

11 STAGES OF STRATA DEVELOPMENT

EASTERN SUBURBS

STAGE ONE : Project Plan Stage

- Inspect site and assess the site conditions and constraints
- Client briefing meeting of requirements
- Predevelopment action planning
- Evaluate present guidelines with owners' vision
- Propose Property Potential Report (PPR) to be created by Town Planner
- Discuss the PPR report and next steps

Create the Financial Feasibility Report to determine the best project direction to maximise the capital return while providing an application that is likelihood going to be approved by council.

STAGE TWO: Design Stage

Engage an Architect (Draft person) to create the concept

Measured survey

- Arrange quote on client's behalf and for registered surveyor to visit site to carry out a boundary/level survey of the property if required. NOTE registered surveyor fee excluded; to be engaged separately.
- Site inspection, taking detailed internal measurements of whole building and photographing
- Draft existing floor plans 1:100
- Draft existing site and building section 1:100
- Draft existing elevations 1:100 (including neighbouring context to extent of information provided by surveyor)
- Draft existing roof/site plan including incorporating and formatting of surveyor's information
- Computer block model of existing site, context and house (for purpose of design and shadow diagrams if required)

Sketch design

- Sketch Design designing and presentation in plan form and section of 3 options including potential attic level additions
- General admin and Preliminary Design Report including: Site Analysis, Measured survey, Preliminary assessment of council/CDC requirements, Brief, Sketch design, Preliminary Project Budgets, Project summary
- Client meeting

Engage an Architect (Draft person) to create the concept
Engage Land Surveyor to complete a site levels, adjoining building and create the subdivision concept drawings

STAGE TWO

Concept

- Draw up various ideas and designs and report back
- Obtain quotes from the following consultants and council personal to create a Financial Feasibility Report (FFR).
- Architects / Draught person
- BCA (Building Code of Australia)/Fire Consultants
- BASIX Consultants
- Waverley Council Duty Planner – council fees
- Asbestos Consultants (if required)
- Geotechnical Engineer
- Hydraulic Engineer
- Land Surveyor
- Lawyer / Conveyancer
- Private Certifier
- Quantity Surveyor
- Structural Engineer

Feasibility*

- Obtain fair market value increase report from a valuer based on proposed development
- Obtain a structural report from engineer
- Obtain initial construction quotes from builder
- Obtain project management fees to manage the process
- Create a Project feasibility report based on the above information.

Project Feasibility Calculation

- Valuer estimates the possible future value of each unit after the proposed works have been carried out
- Valuer estimates the present value of each unit
- Builder and project team estimates the construction cost of the work
- A – B = Added value to each unit before construction costs – C = Added value per unit
- We add all the added value from each unit together and then divided by each unit entitlement.
- Discuss budget and allocated funds to maintenance
- Please note that each lot owner will be responsible to the construction costs in building their works outlined in the Development Application and Deed.
- Owners decide if they wish to proceed, if so, we move to stage five

STAGE FOUR

Development Submission

- Development of approved schematics into finalised design solution
- Design review meetings and sign off
- Submit Development Application to council (in various stages, if required)
- Submit Subdivision Application to council
- Submit the application to the SEPP Committee (if required)
- Work with Council and SEPP Committee regarding questions, requirements and direction
- Council liaison during the development application process
- Council outcome
- Engage Town Planner to create SEE Report (if not done by architect)
- Engage BASIX Consultant to create sustainability report
- Engage a Fire Consultant to provide a report on the fire and BCA requirements for the building report
- Pre- DA application stage (if required)

Legal

- Create a deed outlining the works and what amounts by which owners to which owners or a certain amount added back into the scheme to cover maintenance expenses
- Create a By-law to provide exclusive use to the lots (Apartments) as outlined in the proposed development
- Once the deed has been completed – each own will be entitled to compensate or be compensated

STAGE FIVE

Construction Documentation

- Obtain a structural report from engineer
- Create Scope of work documents to send out to builders for a final costing
- External – detailed landscaping
- Internal – electrical plans / reflected ceiling plans / finishes plans
- Window & door schedules
- Internal & external finishes selection
- Fittings & fixtures selection
- Wet area documentation (pending inclusion of bathrooms)
- Joinery documentation – stair and balustrade
- Coordinate and integrate the work of consultants with the architectural drawings
- Prepare construction documentation and specification
- Discuss budget and allocated funds to maintenance

STAGE SIX

Construction Certification Application

- Construction Certificate (CC) Application for Private Certifier Approval Process
- CC documentation for approval within council DA conditions of consent
- Coordination of additional service consultant documentation required for the Construction Certificate as advised by Private Certifier

STAGE SEVEN

Tender Process

- Send out Request for Information to possible builders
- Send out Request for Proposal to short listed builders
- Update the Financial Feasibility Report based on council outcome, structural and construction costs
- Engage preferred builder/s up until lock up only
- Contract management
- Work with project team to complete the construction as per plan

STAGE EIGHT

Work Onsite

- Attend formal site meetings with builder and client. Taking and issuing of minutes.
- Additional informal site visits as required to review site issues and progress with builder
- General correspondence with builder, issuing of instructions, answering of queries, discussion of site issues, etc.
- Meeting, corresponding and liaising with specialist subcontractors
- Ongoing co-ordination of and meetings with consultants and principle certifying authority as required
- Additional design and construction detail drawings of provisional sum items, alternations to design and re-issue of drawings as necessary due to changes in site conditions, builders input, details provided by specialist sub-contractors and suppliers, ect NOTE: estimated time does not include significant design alterations by client
- Contract administration, review and processing of builder's claims including issuing of progress payment certificates, contract price adjustments and extension of time. Ongoing budget and cost tracking.
- Project admin, drawing registers, general correspondence, issuing pdfs, and maintaining dropbox files.

STAGE NINE

Fixtures & Finishes

- Selection and scheduling of external finishes and colours including researching, meeting/ correspondence with suppliers, obtaining samples, costing and integration into architectural drawings of:
- External finishes and colours
- Internal finishes and colours
- Appliances
- Sanitaryware
- Tiles and pavers
- Lighting
- Hardware
- Presentation of provisional selections, ongoing design meetings with client to present, review and finalise selection as required
- Ordering and project management of client supply items: NOTE: All negotiated trade discount for client supply items will be passed on in full directly to the client

STAGE TEN

Completion

- Compiling defects list and administration of practical completion and defeats liability period and occupation certificate.

STAGE ELEVEN

Legal

- Occupancy Certification process with Private Certifier, process after construction has been completed
- Engage Surveyor to create final strata plan for submission
- Engage a Private Certifier to process the Subdivision Certificate
- Engage a Valuers to calculate the Stamp Duty
- Engage a lawyer to issue the transfer papers and pay the stamp duty
- Register the new strata plan with the Land Property Department and new title drawn up
- Reassess building insurance
- Set up annual fire installation review and report to council

* Fee estimate/guide. The actual hourly rate will be charged.

** these stages indicated are minimum allowance only, as they are beyond our control and dependent on authorities.