

# Welcome to your build journey.

We're here with you every step of the way, however we will require your assistance at times to ensure the building process runs smoothly. This booklet aims to both inform and guide you through the processes involved in building your new home. It highlights the various stages of building, our requirements and your best points of contact at each stage.



# Acknowledgments

**This folder contains information that is important to your build. In addition, there are important safety requirements that we ask you acknowledge to keep you, our employees, contractors and the community safe at all times.**

We know that building your home is an incredibly exciting time and that you will be eager to see the progress as your home comes to life.

However, we would like to highlight that during the building process the Building Site is deemed a construction zone and there is a potential risk of injury to anyone entering without authorisation.

Safety is paramount to Weeks Homes and we operate within a strict Work Health and Safety Policy with the intention of keeping our customers, employees, contractors and visitors safe on site.

Site access is permitted **ONLY** at the designated times when accompanied by your Site Manager or a Weeks representative.

Any person entering the construction zone, does so at their own risk and could put all parties at risk of breaching the Work Health and Safety legislation which could result in delays to construction.

Please refer to the flowchart of build stages and appointment diary for access times. These are important milestones in your build and will give you the opportunity to view progress and ask any questions as your home comes to life.

**By signing this acknowledgment, you agree that you have received the Customer Information Folder and understand to adhere to the guidance and requirements contained within.**

Owner 1 Sign	
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Owner 2 Sign	
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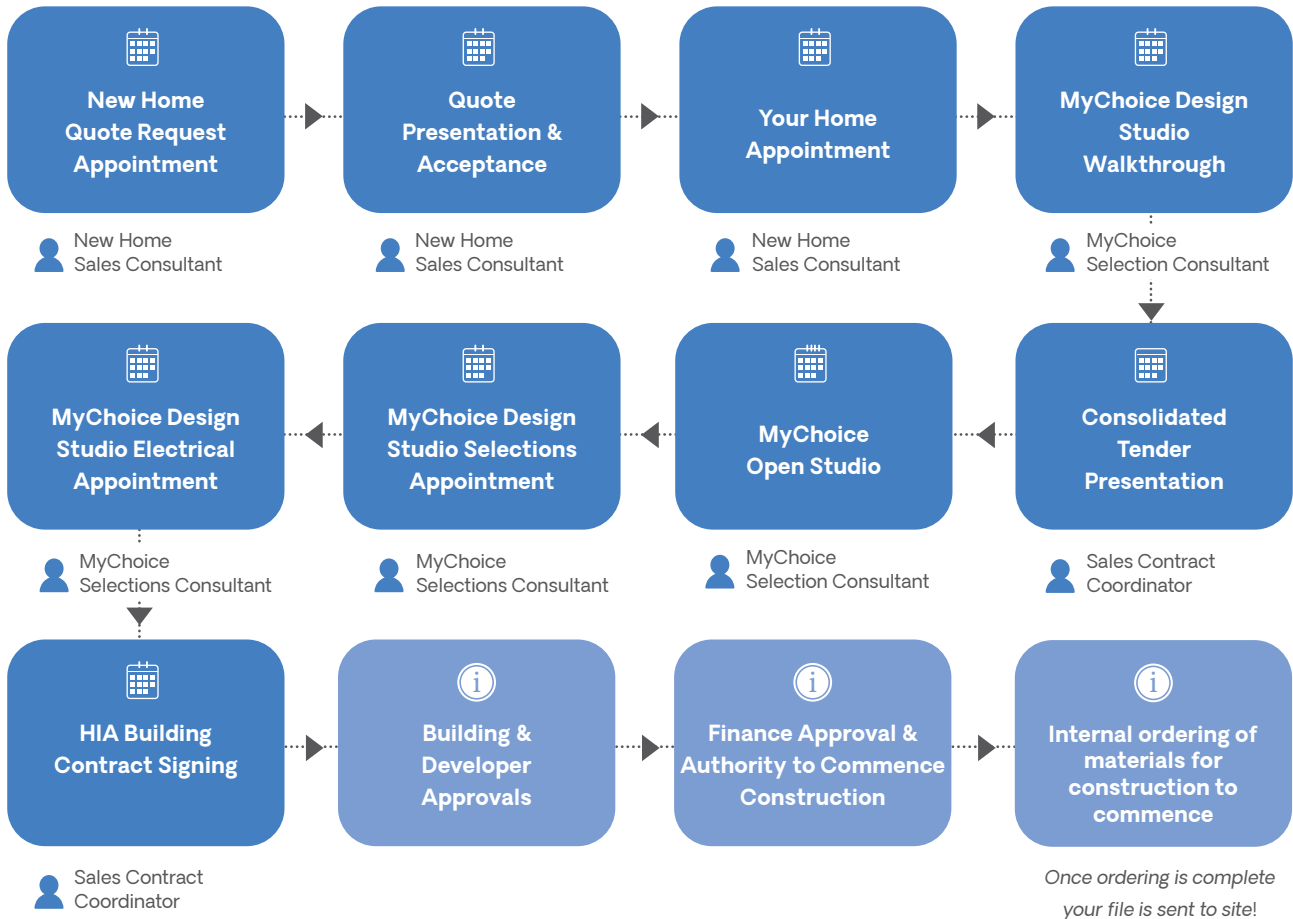
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Weeks Homes Representative	
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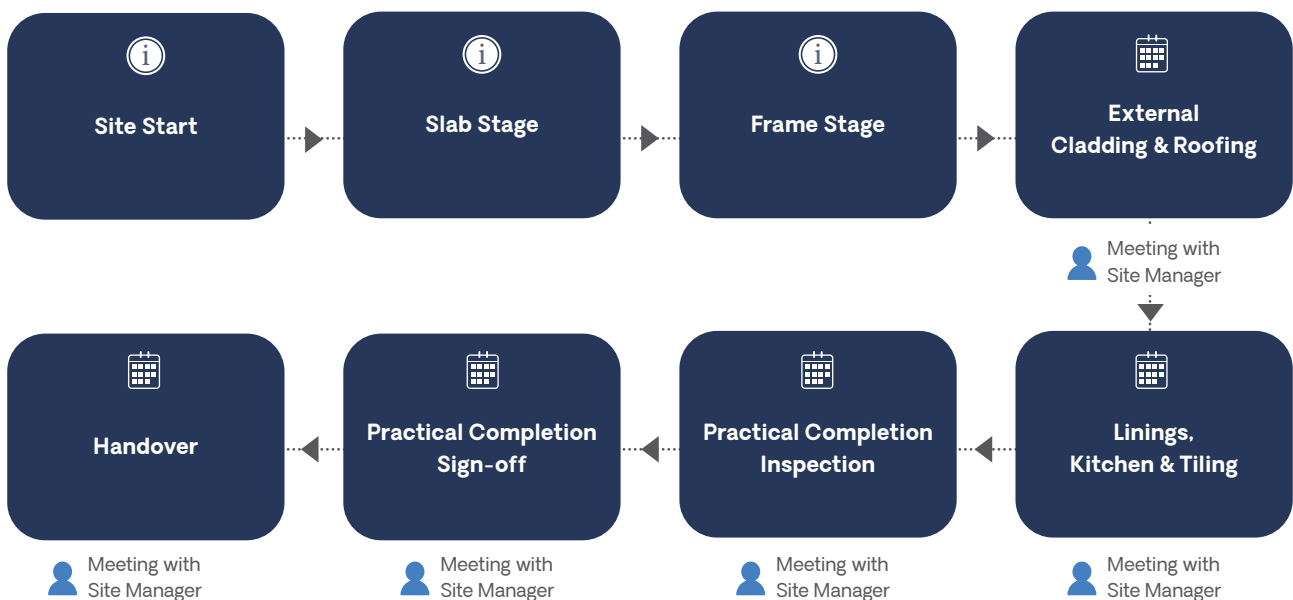
# Build process & key contacts.

A simple flowchart depicting the order of major milestones in your build journey and reference to the various points of contact at each stage.

THE PRE-CONSTRUCTION STAGE



THE CONSTRUCTION STAGE



# Our team to get you there.

Our expert home building team will be with you every step of the way with advice, updates and help when you need it.

## THE DESIGN STAGE

MY NEW HOME SALES CONSULTANT IS:


MY SALES CONTRACT COORDINATOR IS:


## THE PRE-CONSTRUCTION STAGE

MY MYCHOICE FINANCE CONSULTANT IS:


MY MYCHOICE DESIGN CONSULTANT IS:


## THE PRE-CONSTRUCTION STAGE

MY CUSTOMER PROJECT COORDINATOR IS:


## THE CONSTRUCTION STAGE

MY SITE MANAGER IS:


# Document checklist.

A reference list of all documents you will receive throughout your build that should be filed for reference.

# Document Checklist.

You will receive numerous documents through your build journey. Use the below list as a reference and once received, file them in this folder for easy access.

- Concept Plan & New Home Quote
- Developer Guidelines (if applicable)
- Land details and/or land settlement (copy to be provided to builder)
- Final Sales Plan + Consolidated Tender
- Product Inclusions
- Engineers Site & Drainage Design (If site is accessible)
- Colour Selection & Electrical Documents
- Variations
- Annexure A
- Contract Plans
- HIA Building Contract for New Homes
- HIA Building Specifications
- Full Construction Report
- Approvals (planning consent, building rules consent, full development approval)
- Finance Approval (copy to be provided to builder)

# Appointment diary.

Reference to all appointments that will need to be attended  
with a guide to what to expect and how to prepare.



# Your appointment diary.

You will be required to attend numerous appointments through your build journey. Members of our team will reach out to introduce themselves and book these appointments. Please note the details below.

## 1 QUOTE PRESENTATION & ACCEPTANCE FEE 1 (complete)

## 2 YOUR HOME APPOINTMENT

Allow 2 hours
New Home Sales Consultant

## 3 MYCHOICE DESIGN STUDIO WALKTHROUGH

Allow 1 hour
MyChoice Design Studio
MyChoice Selections Consultant

## 4 CONSOLIDATED TENDER PRESENTATION & ACCEPTANCE FEE 2

Allow 2 hours
Head Office - 45 Richmond Road Keswick
Sales Contract Coordinator

## 5 MYCHOICE DESIGN OPEN STUDIO

Allow 2 hours
MyChoice Design Studio
MyChoice Selections Consultant

## 6 MYCHOICE DESIGN STUDIO SELECTIONS APPOINTMENT

Allow 7 hours
MyChoice Design Studio
MyChoice Selections Consultant

## 7 MYCHOICE ELECTRICAL APPOINTMENT

Allow 3 hours
MyChoice Design Studio
MyChoice Selections Consultant

# Your appointment diary.

You will be required to attend numerous appointments through your build journey. Members of our team will reach out to introduce themselves and book these appointments. Please note the details below.

**8** HIA BUILDING CONTRACT SIGNING

- 
- 
- Allow 2 hours
- Head Office - 45 Richmond Road Keswick
- Sales Contract Coordinator

**9** EXTERNAL CLADDING & ROOFING WALK THROUGH

- 
- 
- Allow 1 hour
- Your New Home
- Site Manager

**10** LININGS, KITCHEN & TILING WALK THROUGH

- 
- 
- Allow 1 hour
- Your New Home
- Site Manager

**11** PRACTICAL COMPLETION WALK THROUGH

- 
- 
- Allow 1 hour
- Your New Home
- Site Manager

**12** PRACTICAL COMPLETION SIGN-OFF

- 
- 
- Allow 1 hour
- Your New Home
- Site Manager

**13** HANDOVER APPOINTMENT

- 
- 
- Allow 1 hour
- Your New Home
- Site Manager



# Quote Request Meeting.



New Home Sales Consultant

You will have worked with your New Home Sales Consultant to select a home design that suits your lifestyle & requirements. This stage is critical in understanding what's important to you so we can find the right design for you.

## What we may have asked for:

To help us provide you with the right advice, we may have requested information about your land. This information is in your Land Contract of Sale or you may have asked your developer for a copy of the following:

- Certificate of Title (deposited plan)
- Building Envelope Plan
- Developer Guidelines
- Estimated registration date - if your land is unregistered

## Things we may have discussed:

- ✓ Design must haves
- ✓ List of questions you have
- ✓ Budget
- ✓ Your favourite Weeks design/s

## Next Steps: Generating a no obligation Quotation.

The information gathered at this appointment will have allowed us to get on to generating a no obligation quotation which is the starting point of your journey with Weeks Homes.

In addition to generating a quote we will have completed a Council compliance check. This is to ensure that what has been proposed meets your build areas Council requirements.



# Quote Presentation Appointment.



New Home Sales Consultant

Your New Home Sales Consultant will contact you to present your concept plans and associated quotation for your new home.

## What to expect at this appointment:

Your consultant will take you through the quotation page by page and give you the opportunity to provide any additional thoughts and feedback.

## Acceptance fee:

Upon entering this quotation stage your initial acceptance fee is payable.

This fee authorises us to progress with the following:

- ✓ **Engineer's contour survey** (if land accessible)
- ✓ **Preparation & presentation of draft sales plans**
- ✓ **Soil test** (if land accessible)
- ✓ **Conduct Your Home Appointment**

*If your land is unaccessible please note: \*\*As soon as access is available to your unregistered land, kerb and guttering is completed and the finished block level finalised, the contour survey and soil test will be obtained and completed. The remainder of the statutory reports will be obtained once you advise us that registration has taken place. Please advise us immediately once you become aware that your land registration is imminent. This will allow us to move your job along as quickly as possible.*

## Appointment notes:

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# Your Home Appointment.



New Home Sales Consultant

You will meet with your New Home Sales Consultant to discuss the finer details of your design. They will help you to incorporate any final design options and ensure that your plan meets your expectations. This is your opportunity to review and advise any changes.

## What to expect at this appointment:

Your New Home Sales Consultant will guide you through the floorplan and elevations of your new home design paying special attention to an extensive checklist (\*see following page)

## Next Steps: Producing your Consolidated Tender:

The details from this appointment will be provided to our Engineers to produce your preliminary construction report. Once complete, we produce Final Plans and get to work on completing the Consolidated Tender (CT) – a subsequent document to the previous quote confirming your requested 'Your Home Appointment' changes and the associated costs.

Once complete, our team can confirm the pricing of your new home and present to you, your Consolidated Tender.

## Appointment notes:

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# Your Home Appointment Checklist.

## EXTERNAL

	Extend or reduce overall house size
	Amend door sizes (external – height & width)
	Amend window sizes (any change to height or width)
	Amend window configurations e.g sliding, awning, fixed
	Discuss sidelight or highlight to front door (if required)
	Add or remove alfresco brick wall
	Change height or width of external brick piers
	Upgrade glazing: e.g. double glazed, comfort plus, tinted glass
	Discuss recessed tracks to external sliding door
	Add gas points for BBQ and or additional plumbing points such as water points for fridge, additional garden taps or plumbing for future outdoor sinks.
	Is an additional hot water service required? *drafting to determine location (recommended for 2-storey designs with more than 2 bathrooms, kitchen, laundry & powder room)
	Discuss rainwater tank requirements e.g size *drafting to determine location

## INTERNAL

	Add niches (wet areas, and non-wet areas), tiled ledge or cut outs
	Discuss bath tub size requirements to ensure the size & type of bath can be accommodated at selections e.g 1800w or freestanding bath (clearance may be required for cleaning around bath)
	Discuss additional costs will apply to setdown bathroom, ensuite and laundry floors (if required) (If the basin or bath does not have an overflow fitted, or the client is having a semi-frameless or frameless shower screen the set downs will be required)
	Discuss door sizes (internal – height & width, cavity sliding, hinged, square set openings)
	Discuss insulation upgrades ie; internal walls, acoustic, ceiling
	Add dropped ceiling, raked ceiling or coffered ceilings
	Discuss width of fridge provision
	Discuss location and size of built in robes (inclusive of extending standard robes and additional robes)
	Discuss if stone or glass splashback is required – back run nib walls may need to be increased to accommodate the depth of product.
	Confirm all joinery changes to be completed at the MyChoice Appointment where the designs permits
	Discuss if a fireplace is required. If yes, options will be available to choose from during selection appointment and pricing will be captured. Please ensure the plan has an allocated space for this. A note is to be made in the Consolidated Tender. If the client only requires a provision for a fireplace, this will be priced accordingly. Weeks Homes will only provide the frame and standard plasterboard. Any additional work required to install the fireplace after handover, will be required by the owner. No remedial work will be completed by Weeks Homes.



# MyChoice Design Studio Walkthrough.



MyChoice Selections Consultant

**Appointment duration: approximately 1 hour.**

Following the payment of your initial acceptance fee, your Interior Designer will invite you to attend your Walkthrough at our MyChoice Design Studio.

During this one hour appointment, our qualified Interior Designers will share with you the Studio, your beautiful package of inclusions, bonus items and a world of other options available to you.

## What to expect at this appointment:

- ✓ A guided tour of the MyChoice Studio
- ✓ Discussion of your inclusions and any applicable bonus items
- ✓ Guidance through the MyChoice 'Style Quiz' to find your personal style
- ✓ Guidance through the specific design features fundamental to your style
- ✓ General guidance and preparation for your next appointment

## Appointment notes:

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# MyChoice Open Studio Appointment.



MyChoice Selection Consultant

**Appointment duration: approximately 2 hours.**

During this two hour consultation, our Interior Designer will spend time helping you to prepare for your next appointment. We will be able to provide assistance on specific design features that you may wish to consider as part of your new home, fundamental to your style. You are welcome to request pricing on additional items and upgrades during your consultation.

## Prior to your appointment:

Think about the design of your home and your available budget. Prepare a list of potential items you would like to investigate further and obtain pricing for.

## What to expect at this appointment:

- ✓ The opportunity to ask questions from your walkthrough appointment
- ✓ The opportunity to view and discuss upgrade options
- ✓ The opportunity to gather pricing information for upgrade items

## Appointment notes:

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# Consolidated Tender Presentation.



Sales Contract Coordinator

It's time to take you through your Consolidated Tender (CT) and secure our current pricing and promotions. You will meet with your Sales Contract Coordinator for the presentation of your Consolidated Tender and Final Plans. Your Sales Contract Coordinator will work through the details of this document with you ensuring it is in accordance with your expectations.

## What to expect at this appointment:

Your Sales Contract Coordinator will guide you through the information in your CT including:

- ✓ **Your requested design options**
- ✓ **Inclusions & current promotions**
- ✓ **Tender time frames**
- ✓ **Preliminary Engineering results**  
*(if land accessible)*

Upon acceptance of your Consolidated Tender a second acceptance fee is payable. This will allow us to submit your home for the first stage of Council approval, complete working drawings and continue towards booking your colour appointments in the MyChoice Design Studio.

## Next Steps: Introduction to your Customer Project Coordinator and access to the MyHome Portal.

Upon receipt of your accepted Consolidated Tender you will receive an email and call from your dedicated **Customer Project Coordinator**. This Customer Project Coordinator will be with you for the remainder of your build journey to facilitate progress and answer any queries you may have. You will hear from them consistently through the build, right through to the day you receive your keys.

They will also introduce you to the MyHome Portal where you can view updates on your homes progress and access any information or documents relevant to your build.



# MyChoice Selection Appointment



MyChoice Selection Consultant

**Appointment duration: approximately 7 hours.**

During your selection appointment, your Interior Designer will take you through the options available to you, including the colours, finishes and textures that will make up the interior and exterior of your home.

You will select benchtops, cabinetry, paint, tapware finishes, flooring, tiles, bricks, windows and roofing, as well as many other products, all with the professional guidance of our qualified Interior Designers.

## Prior to your appointment:

Prior to the appointment, think about what will work best for your new home as you'll be asked to finalise your decisions on the day.

## Details to bring to your appointment:

- ✓ Fridge size (height and width).
- ✓ Washing machine and dryer size (width).

If you have samples of any fabric, laminates, paint chips, inspiration images of kitchens, bathrooms and external facades that you may like, please bring them along! This will assist our Interior Designers with your selection consultation.

## Notes:

Please make as many notes as you wish on the following page.





# MyChoice Electrical Appointment.



MyChoice Selection Consultant

**Appointment duration: approximately 3 hours.**

Your Lighting and Electrical appointment is where you add the finishing touches that make your house a home. From functionality and connectivity to the perfect lighting selection and layout to compliment your style, we help create spaces that work for you and your lifestyle.

You will be able to select the locations and design of light switches, powerpoints and feature lighting, as well as solar systems, underfloor heating and much more.

## What to expect at your appointment:

Your Electrical & Lighting Designer will guide you through the appointment helping you select:

- ✓ **Lighting design – ambient, task, accent and mood**
- ✓ **Light switches and power points – design and placement**
- ✓ **Solar accessories – EV & battery storage**
- ✓ **Home entertainment**

## Things to consider before attending:

Prior to the appointment, think about what will work best for your new home as you'll be asked to finalise your decisions on the day.

- ✓ **Mark up any power point and lighting locations you would like to have**
- ✓ **Have a think about if you would like to add any pendant lights or downlights**
- ✓ **If you would like to add data points around your home & the location of your modem.**



# HIA Building Contract Signing.



Sales Contract Coordinator

CONGRATULATIONS! Signing your HIA Building Contract is an exciting milestone. The HIA contract is a standard industry agreement that will outline the obligations of all parties nominated within the contract.

At this appointment you will be presented both your Building Contract and Annexure A. The Annexure A is a subsequent document to the previous Consolidated Tender including your Selections requests and allowances that have been confirmed on your pre-contract variations.

## Options for signing:

You have a few options available to you to get the contract signed:

- ✓ **Digitally via DocuSign. We can provide assistance over the phone if required.**
- ✓ **In person appointment Monday – Friday 9.00am – 4.00pm at our Keswick Office.**

To execute the contract all parties listed will need to:

- ✓ **Ensure your details including legal names, phone numbers, email addresses, postal & residential addresses are current and correct.**
- ✓ **Initial each page and sign where required.**

## Next steps:

We will prepare a bank pack detailing all final costs and relevant information required to gain finance approval from your lender. You will be required to provide us with a copy of your finance approval and Authority to Commence authorisation from your lender.

Upon receipt of your finance approval, your land ownership (separate deposited titles are required where a sub-division is occurring) and Full Development Approval granted by Council, we will begin preparing for commencement of construction!



# Practical Completion Inspection.



Site Manager

CONGRATULATIONS! You have reached the major milestone of 'Practical Completion' and you are now able to conduct your Practical Completion Inspection (PCI).

At this stage you are given the opportunity to walk through every room of your new home with your Site Manager to check and confirm it has been built in accordance with the contract inclusions.

It is important that you dedicate your time and full attention during the inspection. Distractions like friends, family and children can take away your attention during this appointment.

## Inspection points & demonstration of care & maintenance:

- ✓ **Demonstrate your new water tank system (if applicable).**
- ✓ **Show you how to adjust your kitchen and vanity doors and draws.**
- ✓ **Explain how your house keys cancel out our construction keys.**
- ✓ **Show you how to use your garage door.**
- ✓ **Explain the purpose of the lift off door hinge function in bathrooms.**
- ✓ **Check all benchtops, kitchen & vanity cupboards & windows for scratches or defects.**

As you conduct the PCI with your Site Manager, any items in need of attention and/or repair will be recorded by your Site Manager in the PCI form.

Upon the completion of the PCI your Site Manager will read back to you any items that have been recorded in the PCI form and if satisfied you will be asked to sign in agreement.

*Signing the PCI form acknowledges that you have conducted the PCI and agree with any items as noted on the PCI form.*

## Next Steps:

Following the PCI, your Site Manager will set about addressing items that were recorded in the inspection form. Typically this will take 5 working days to complete.

As soon as your Site Manager has checked that the PCI items have been completed they will contact you to arrange a re-inspection (Practical Completion Sign-off).



# Practical Completion Sign-off.



Site Manager

The purpose of the Practical Completion Sign-off (PCS) is for your Site Manager to demonstrate that the agreed PCI items have been completed .

Your Site Manager will also ensure that you are aware of the requirements for Settlement and Handover.

## Settlement & handover, next steps:

It is at this point that you will need to begin to arrange settlement (Final Payment).

Liaise with your financial lender and inform them that you're nearing the Settlement and Handover stage.

They can assist you in meeting their requirements and allow the final funds to be released.

You will also need to:

- ✓ **Have insurance for your new home in place from the time of your Practical Completion walk through and prior to your final payment.**

Once the Final Payment has been made this will allow us to schedule in your Handover Appointment where we will present you the keys to your new home!



# Handover Appointment.



Site Manager

Welcome to your new home!! During this appointment the Site Manager will officially hand you the keys so that you can start the next chapter of your journey in your unique space.

## During your handover appointment:

- ✓ **Your Site Manager will terminate the builder key system that was used during construction. Following this you will be the only one with keys to your home.**
- ✓ **Your Site Manager will also check that all your appliances have been installed and are working correctly.**

## Next Steps:

Upon the completion of the Handover, our Service & Warranty department will be notified. They will reach out to discuss your service and warranty period.

Please refer: 'Living in Your New Home' for Service and Warranty process, warranty information and general home care.



# Colour appointment preparation.

A comprehensive guide to preparing for your colour appointment including things to consider and what to expect.



CHOICE  
DESIGN STUDIO

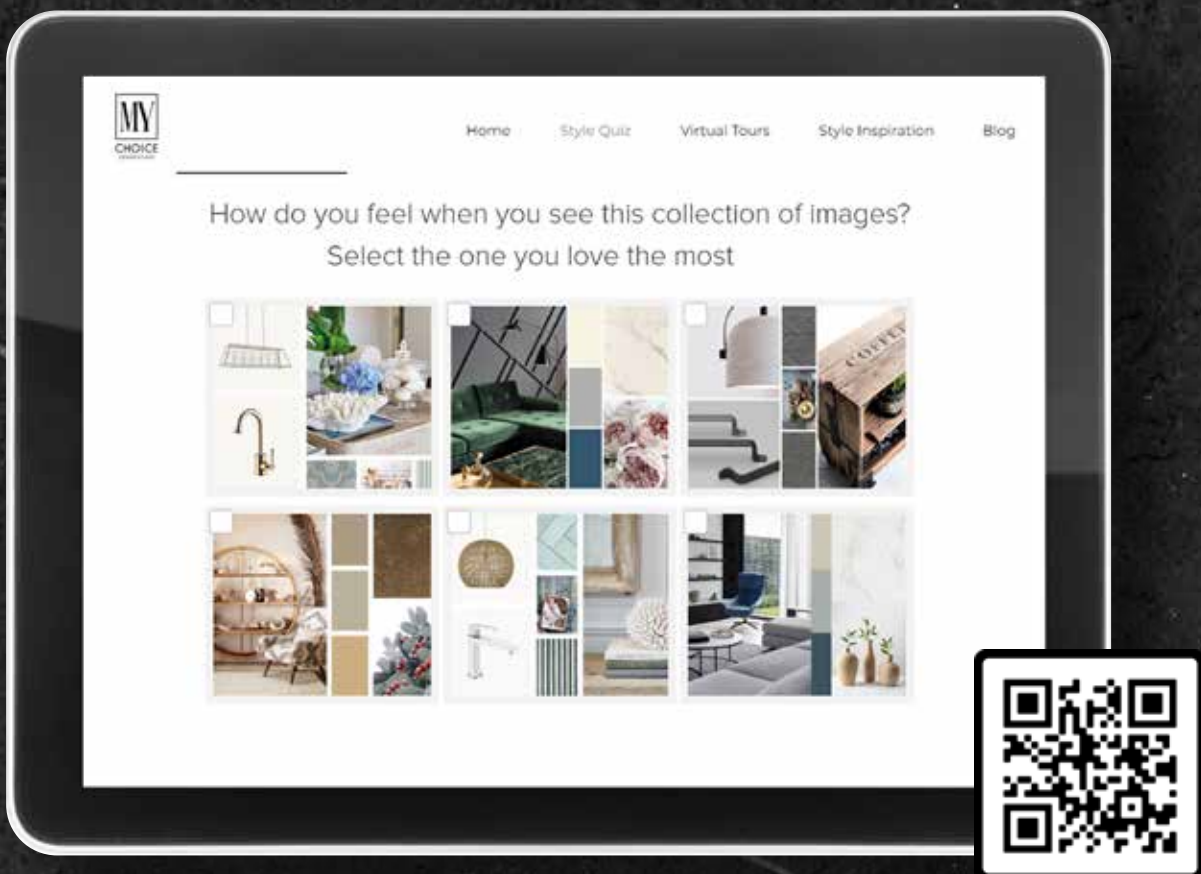
# YOUR CENTRE OF STYLE®

The MyChoice Design Studio makes 1000's of products and colours available at your fingertips to bring your dream home to life. We want to make sure the process is as seamless as possible and that you are well prepared.

You will be guided through the four appointments referenced in the appointment section of this folder by a Qualified Interior Design Consultant ensuring you feel confident in every decision you make.

In addition, to further streamline and simplify the process, we have modelled the Studio around 6 key styles designed to reflect a range of unique personalities and tastes. Click on the QR code below to take the style quiz and find out what style best reflects your unique personality. You can also browse the following pages for even more inspiration and style tips.

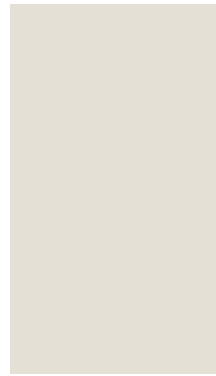
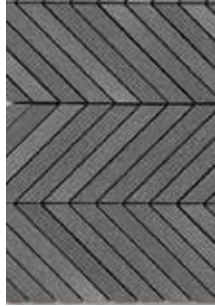
Please take the style quiz as many times as you like before, and through your selection journey.



GLOBAL



**URBAN**



# URBAN



From steel and stone, to brick, brass, and timber, the Urban style is all about raw, natural materials. It's a look that's deliberately unstructured to achieve an imperfect, relaxed ambience.



McDonald Jones Saxonvale 42. On display at Homeworld Thornton, NSW.

Add textured cabinetry with a timber look to the kitchen. Featuring Laminex, Blackened Elm in Chalk finish.

Brushed tapware to kitchen and wet areas. Featuring Reece, Milli Pure Progressive Sink Mixer Tap Set in Brushed Gunmetal.

Select large format tiles to create a concrete look. Featuring ColorTile Lusso Terra with Honed finish.



Above counter basins in wet areas. Featuring Reece, Roca The Gap Semi Inset Basin.

Concrete look benchtops to kitchen and wet areas. Featuring Caesarstone Bianco Drift.

Brighton Homes Meridian 27. On display at Shoreline Redland Bay, QLD.

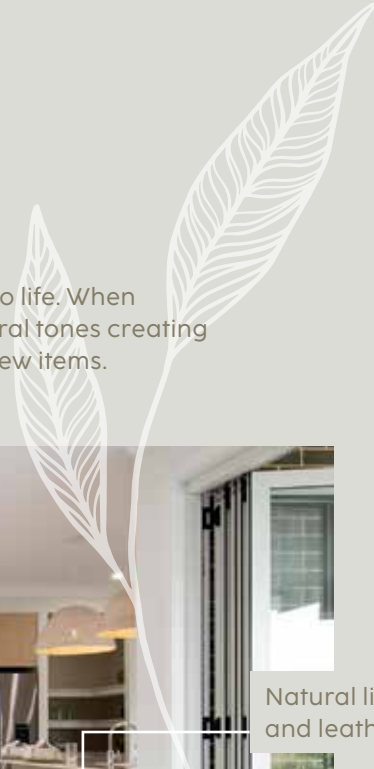
Find more inspiration on our socials



# URBAN



Inspiration from the natural environment brings this palette to life. When selecting furniture pieces think matte fabrics and warm neutral tones creating a subtle masculine touch with a mixture of sentimental and new items.



MOJO Homes Tivoli 27. On display at Leppington, NSW.



Natural linens, chunky throws and leather suit this style.

Look for pieces that add texture to the room, such as stoneware, statues or pottery.

Add large rugs to bring warmth to the space and ground it.

Textile pieces such as throw pillows are an excellent option for adding colour and pattern to the space.

Keep floral arrangements simple, focusing rather on greenery than actual flowers.



Weeks Homes Windsor 25. On display at Roseworthy, SA.

Find more inspiration on our socials









# CONTEMPO



The Contempo style exudes comfort and welcome. It's a modern look that is constantly evolving without becoming cluttered or dark.



Opt for Black and Chrome tapware to kitchen and wet areas. Featuring Reece Grohe Essence Professional Pull Down Sink Mixer Tap in Chrome / Black.

Select large format tiles that reflect a concrete look for all main flooring choices. Featuring National Tiles Castello Griffin Matt Tile.

Wilson Homes Marbella. On display at Latrobe, Tasmania.



Cabinetry hardware, like cabinet doors to be in a satin or matte finish. Featuring Kethy Slimline Handle in ORB Finish.

Cabinetry should be satin or matte finish to limit on reflections. Featuring Laminex Flat Panels in White Nuance.

Concrete inspired tiles to be used in wet areas. Featuring ColorTile Kierrastone tile in Ash Matt.

MOJO Homes Enigma 46. On display at Homeworld Thornton, NSW.

Find more inspiration on our socials



# CONTEMPO



The Contempo style embraces stylish comfort. Furniture and decor pieces should make a statement but at the same time be simple and uncluttered. Make sure not to go overboard and keep accessories to a minimum.



Hang several pieces of artwork closely together to create the feeling of one large piece.

Upholstered furniture is often black, charcoal, white or other neutral tones.

McDonald Jones Homes Miami Grande. On display at Lochinvar, NSW.



Use pillows with clean geometric shapes to add colour and texture.

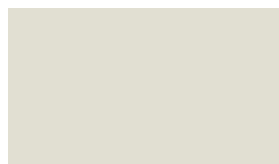
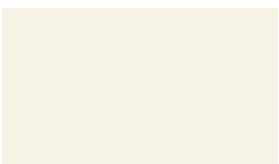
Furniture pieces should make a bold statement but at the same time be simple and uncluttered.

Include soft rugs or floor coverings and interesting artistic accessories to create an aesthetic and functional contemporary space.

Brighton Homes Oscar 33. On display at Willawong, QLD.



CLASSIC



# CLASSIC



The Classic style brings to life elegance, symmetry, and balance. At its foundation is a beautiful neutral palette that honours traditional architecture but always maintains a warm, welcoming, and homely environment.

MOJO Homes Barrington 46. On display at Old Pitt Town Road Box Hill, NSW.



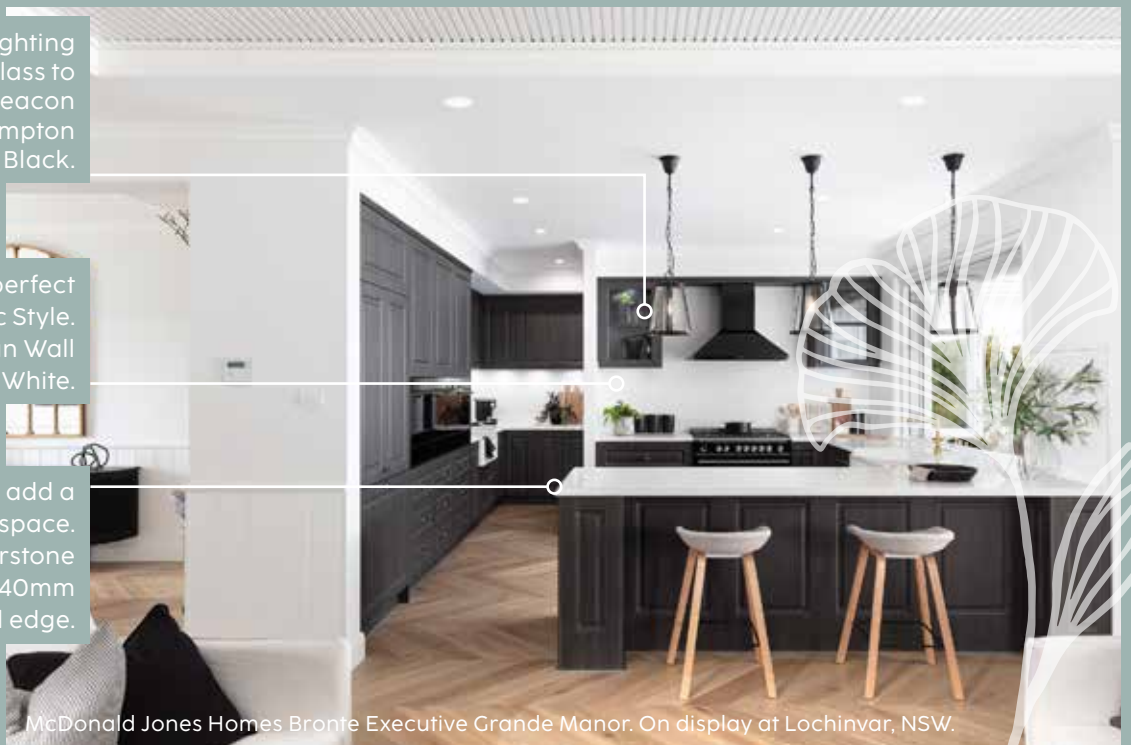
Herringbone laid floor tiles add a sense of depth. Featuring ColorTile, Aura Pietra Grey Honed tiles.

A freestanding bath is the centrepiece of a Classic bathroom. Featuring the Caroma, Aura 1800 Free Standing Bath.

Large scale pendant lighting to kitchen, using glass to reflect light. Featuring Beacon Lighting Westhampton Pendant in Antique Black.

Subway tiles are the perfect choice for the Classic Style. Featuring ColorTile, Urban Wall Subway Tile in White.

Thick stone benchtops add a sense of depth to the space. Featuring Caesarstone Calacutta Nuvo with 40mm Provincial edge.



McDonald Jones Homes Bronte Executive Grande Manor. On display at Lochinvar, NSW.

Find more inspiration on our socials



# CLASSIC

The Classic style is all about comfort, generosity, and timeless appeal. When styling your home think big comfy sofas, charming decorative pieces and soft furnishings featuring soft pastel tones.



Brighton Homes Melody 24. On display at Springfield, QLD.

Wallpapers are a stunning addition to the Classic style and can vary in design.

For soft furnishings consider pops of duck egg blue, soft yellows, eucalypt greens and soft salmons.



Artwork generally has a botanical, landscape or animal theme to it.

Decoration elements bring this home to life. Everything tells a story and you get a sense of history and family.

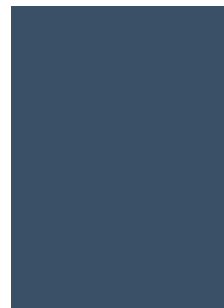
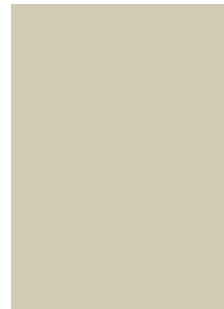
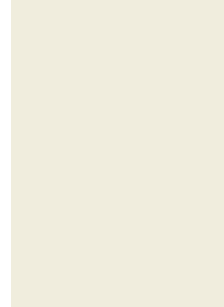
Ensure you use a light to medium palette of timbers or a medium to dark range of timbers to create a seamless look between rooms.

Brighton Homes Hunter 37. On display at Greenbank, QLD.

Find more inspiration on our socials



COASTAL





# COASTAL



Bright and breezy, a Coastal style home creates a soothing connection between the indoors and out. All it takes to create a spacious coastal haven is a beautiful, carefully considered blend of natural materials, expanses of glass, and a neutral palette of whites.



Profiled or textured cabinetry to kitchen and wet areas. Featuring Polytec Calcutta in Classic White Satin Finish.

Brushed tapware in kitchen and wet areas. Featuring Reece, Mizu Stream Sink Mixer Tap in Brushed Nickel.

McDonald Jones Homes San Marino Encore. On display at Homeworld Thornton, NSW.



Feature elements applied to walls or ceilings using VJ panelling.

Weave Basket or Glass pendant lighting to kitchen, dining and bedroom areas. Featuring Beacon Lighting Herman Tall Pendant in Natural.

An ocean inspired colour palette featuring beautiful colours of the sea, sand, and native vegetation. Featuring Taubmans Windspray CB13.

Brighton Homes Kaiya 25. On display at Greenbank, QLD.

Find more inspiration on our socials



# COASTAL

Long gone are the days when the Coastal style embodied beachside cliché décor and motifs. Keep your styling selections relaxed such as light and breezy textiles paired with large weathered natural timber pieces.



MOJO Homes Charisma 30. On display at Homeworld Thornton, NSW.



Stick with lighter timber tones mixed with weathered materials like rattan to incorporate more texture into the space.

When selecting fabrics for bedding, think light and breezy. Crisp white linen like fabrics, cotton cushion covers and woven natural fibres.

Weeks Homes Watervale 32. On display at Seaford Heights, SA.



Add occasional splashes of blues, greens, aqua and corals in soft furnishings, wallpapers and artwork.

Beach-inspired elements such as sand dollars, sea glass and driftwood are used as decor throughout the home.

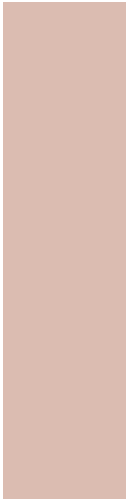
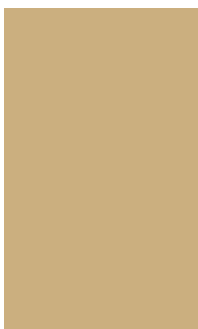
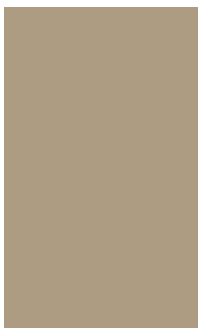
Sisal rugs is an ideal natural fibre to introduce to your interior.

Find more inspiration on our socials





**GLOBAL**



# GLOBAL



Rooted in an admiration for the world's many diverse cultures, the Global style is a beautiful, artful blend of worldly finds, earthy materials, and exotic patterns.



Add personality with patterned floor and wall tiles. Featuring ColorTile Picasso Shadow Grey in Matt finish.

Cabinetry handles add interest with wooden finishes. Featuring Kathy Archive Timber Handle in Walnut.

McDonald Jones Santa Monica. On display at Wongawilli, NSW.

Wallpapers are a great addition to bring the palette to life. Featuring Euro Walls, Muance - Living Things in Green wallpaper.

Lighting to be made up of oversized lamps and pendants. Featuring Beacon Lighting Herman Tall Pendant in Natural.

Keep flooring natural with aged style timber. Featuring Pergo Sensations waterproof laminate flooring in Siberian Oak.



Brighton Homes Juniper 27. On display at Harmony Display World Palmview, QLD.

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# GLOBAL



A Global style home is an eclectic mix of antique items bursting with colour and personality. There is no clear intention of traditional matching with stand-alone pieces often being handmade, with a rustic appearance or have sentimental value.



Global is all about mixing interesting colours and fabrics without any intention of matching.

Decorative items should reflect travels around the world or are items that have been passed down through the generations.

Brighton Homes Maple 26. On display at Burpengary East, QLD.



Select rich timber pieces for your Global interior emphasising a vintage flair and the old world.

Use carpets and fabrics as wall hangings rather than standard artwork.

Add texture to the space through soft furnishings and floor coverings with traditional geometric patterns in rich colours.

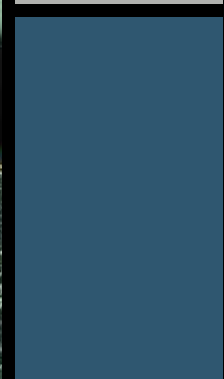
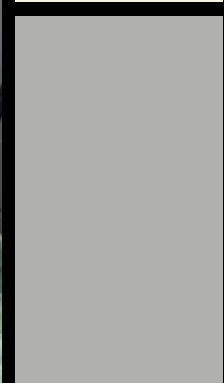
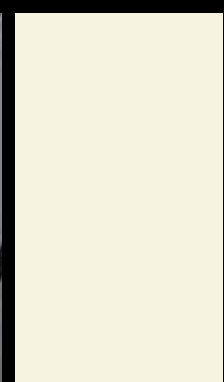
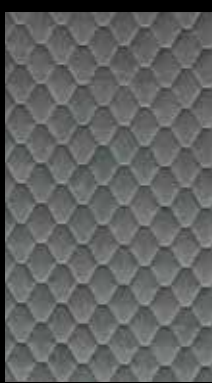
McDonald Jones Homes Havana Encore Elite. On display at South Nowra, NSW.

Find more inspiration on our socials



Luxe







# Luxe



The Luxe style is a rich, modern take on luxurious Classic design and architecture. Combining timeless classics with the most beautiful materials and sophisticated detailing, it's a look that exudes glamour and allure.



Include recessed LED strip lighting to the Kitchen. Featuring Beacon Lighting LED strip lighting.

Add sleek handles to under bench cabinetry. Featuring Kethy Cornet Rail Handle in Solid Brass.

Select veined stone benchtops for kitchen and wet areas. Featuring Caesarstone Bianco Drift.

MOJO Homes Charisma 30. On display at Homeworld Leppington, NSW.



Add gloss tiles to all wet areas. Featuring National Tiles Paloma Tile in Moss Green.

Keep cabinetry dark and moody. Featuring Polytec Melamine Ravine in Black Wenge

Brighton Homes Aria 37. On display at Arise at Rochedale, QLD.

Find more inspiration on our socials



# Luxe



Luxe interior is fabulously refined as well as wonderfully comfortable. Think rich fabrics in opulent colours, geometric patterns, and furniture that features less ornamentation than what's found in most traditional styles.



Decor pieces around the home can include a mix of beautiful coffee table books, chrome decor items, luxurious candles and exotic bowls.

Pieces like chairs, tables and sofas balance both masculine and feminine attributes to create a welcoming ambience.

Geometric shapes or prints and repeated patterns are a key feature generally picked up in artwork or soft furnishings.

McDonald Jones Hermitage Grande Manor. On Display at Homeworld Box Hill, NSW.



Select large pieces like sofas & chairs and soft furnishings in rich fabrics like velvet, suede and leather.

Add pieces with beautiful metallic finishes to underpin the Luxe interior look that exudes glamour and elegance.

MOJO Homes Symphony 35. On display at Homeworld Thornton, NSW.

# Living in your new home

Your guide to our 90 day defect liability period, warranty information, contacts and tips to maintaining your home.

## Service & Warranty.

90 day defect liability period.

We hope you love living in your new home! We pride ourselves on the quality of our finish but understand there may be items during the settling period that you will recognise may need attention.

With this in mind we offer a 90 day defect liability period. So, if you have any issues during the first 90 days in your Weeks home, our experienced Service & Warranty Team will assist.

A member of our team will be in contact with you at the following stages to ensure you are settling in well and facilitate any rectification works to be carried out at the end of this period.

- ✓ **4 weeks after handover of your home a member of our Service & Warranty team will contact you to ensure you are settling in and discuss the recording of defect liability items.**
- ✓ **90 days after practical completion we will accept a written list of defect liability items. We encourage you to wait until the end of this period to ensure you capture all works required.**
- ✓ **We will arrange for our representative to assess (if applicable) your concerns and thereafter arrange to attend and carry out rectification work during business hours.**

*Please refer to the care & maintenance section of this guide for an overview of what your liability period does and does not cover.*

# Service & Warranty.

## What your 90 day defect liability period does not cover

While we are able to cover most things in your new home, there are items we're unable to cover. This includes general care & maintenance. Other items we are unable to cover include:

### Misuse and neglect

Our 90 day warranty does not cover problems caused by misuse or neglect on your part. It is in your interest to ensure that your home receives proper care & maintenance.

### Repainting of walls and ceilings

Painting touch ups to walls may be required - these areas will be assessed on site. We will not cover damage that has occurred to walls after handover.

### Storm, fire, flood or malicious damage

We do not take responsibility for damages caused by storm, fire, flood, earthquakes or malicious damage. These events should be covered by your home and contents insurance.

### Minor plaster cracks/cornice cracking

In new homes, movement due to shrinkage can cause minor cracking. Unfortunately, this is unavoidable and must be accepted as part of the building process. Please be aware that cracking with a thickness of up to 3mm is acceptable and within normal tolerances. Cracking with a thickness of greater than 3mm may require attention and we can arrange for a representative to assess.

### Damage to footings caused by trees

If you have trees near concrete footings of your home, they may cause shrinkage of the soil. This can result in damage to the footings. In order to avoid damage, we recommend you maintain a clear space between external walls of your home and any established or planted trees. If you do not comply with this recommendation, we are unable to take responsibility if there is structural damage to your home due to tree growth.

### Guarantee of appliances

Warranty periods begin from the date of handover. Appliances (wall ovens, hot water services, heaters, air conditioners, roller doors, etc. purchased through Weeks Homes are covered by the individual manufacturer's guarantee. Service within the manufacturer's warranty periods can be obtained by contacting the relevant appliance manufacturers. If you experience any difficulties please contact our Service and Warranty Team for advice and assistance.

## Manufacturer Warranties.

Your home is covered by various warranties that extend for particular periods depending on the product and manufacturer. When making a warranty claim for an appliance, you will need to contact the appropriate manufacturer's service department and present proof of purchase, the serial number of the product, and the model number.

Please visit [www.weeks.com.au/warranties](http://www.weeks.com.au/warranties) for the most up to date information and contact details of our valued suppliers.





## In an event where you need urgent maintenance assistance in your home, please call **1800 493 357**

For urgent after-hours enquiries please call head office on **1800 493 357** we will return your call as a matter of urgency. If the problem is covered by our 90 Day defect liability period there will be no charge.

### My situation is life threatening. What should I do?

In life threatening or emergency situations, the Police, Ambulance or Fire Brigade service should be called on **000**

### When should I call for Emergency assistance?

To help you, here are some examples of emergency situations where you should call us:

- Burst water service or a serious water service leak
- Fully blocked toilet where all toilets are affected
- Serious roof leak
- Gas leak
- Dangerous electrical fault
- Serious internal water leak causing damage
- Fault or damage which makes the premises unsafe or insecure
- Failure or breakdown of electricity or water supply to the premises

### My gas, water, power or another supply service is out. What should I do?

If you are experiencing a power, water or gas outage, contact your service provider first to determine the issue. If the problem relates to any works carried out by our team, please contact us. Any costs associated with rectification will be covered as part of our ongoing commitment to you as a valued customer.

### The situation I have was caused by work carried out by Weeks Homes. What should I do?

As the proud builder of your new home, Weeks Homes is your first point of contact in regards to any defects that you would like to report and any rectification work that is required or any urgent matters that need attention. To report the situation, please contact our team on **1800 493 357**. If your matter is urgent and after hours, you may also contact us on **1800 493 357**.

### The situation I have was caused by work NOT carried out by Weeks Homes. What should I do?

It is important to flag, that should you engage another trade to repair a defect without first contacting us, you will be in breach of your contract and will be responsible for paying that contractor. So, call us first to clarify any concerns that you may have. You can contact our team on **1800 493 357**.

### I'm having issues with a product in my home. Who do I call?

There are numerous items in your home where the warranty lies with the manufacturer. Please visit [www.weeks.com.au/warranties](http://www.weeks.com.au/warranties) for the most up to date information and contact details of our valued suppliers.

# Looking after your new home.

Helpful tips to maintaining your home.

To keep your Weeks home looking and feeling its very best, here are a some helpful tips to maintain your appliances, fixtures, fittings and surfaces.

## Kitchens

Your sink is designed to withstand the wear and tear of everyday use; however, you can keep it scratch-free for longer by avoiding harsh contact with metal utensils.

## Laminated Surfaces

Your benchtops will stay unspoiled for longer if you take a few simple precautions. Use chopping boards to protect your benchtops from knife scratches. Also, use mats or insulated stands under kettles, pans or hot food dishes as well as under heat generating electrical appliances like toasters, frypans and slow cookers. Direct contact with hot utensils can cause surface burns, blistering and delamination.

We also suggest that you dry off excess water immediately and do not flood or immerse the laminated surface as sitting water can seep into the surface and filter into joins, causing the underlying layers to swell and warp. Do not allow water to pool around the edge of the sink. Finally, keep laminated surfaces protected from excessive heat or weight.

## Solid Surfaces

Solid routine cleaning - use small quantities of cleaners that are non-bleach and non-abrasive, together with warm water and a damp cloth or sponge.

Liquid spills, such as fruits, vegetables, food colourings, curries etc. should be wiped up and cleaned with a mild detergent and water immediately after detection.

## Bathrooms

Bathroom surfaces are designed to resist reasonable wear and tear but sometimes sand and grit can cause scratching.

The right household cleaners will keep the surface looking new for longer. Avoid strong abrasive cleaners on baths, basins, toilets, laundry tub, glass, mirrors, tiles and any acrylic or laminated surface as they can cause scratching. We recommend using only mild household cleaners and water to effectively and gently clean all surfaces and fittings. Please avoid bleach-based products.

We do not recommend bleach-based products for cleaning tiles with dark grout, as this can lead to discolouration. Bathrooms need to be ventilated to minimise humidity and excess moisture.

## Plumbing

Leaks under your sink, laundry tub or vanity basin may be caused by shrinkage of the rubber seal in your waste pipe. Extra hand tightening may eliminate any unnecessary service calls and damage to cupboards. Check care instructions for all tapware, do not try to clean with bleach or harsh chemical-based cleaning agents.

Dripping taps may have sand lodged in the washer. By turning the tap on full for 10-15 seconds you may dislodge the particles. Due to the number of ongoing connections into the water mains, it is not uncommon to use more than a few replacement washers in the first 12 months of being in your home. We recommend that you keep a packet of tap washers on hand.

Water hammer is a common occurrence in most homes and can be kept to a minimum by gently turning off taps. Unfortunately, dishwashers, water tanks and washing machines can't be controlled as easily as it is a requirement to have a hard closed valve installed.



### Mirrors & Shower Screens

Mirrors require special care. Wipe over the surface with a few drops of methylated spirits on a damp cloth and polish using a lint free cloth. Do not use abrasive cleaners.

Shower screen glass should be cleaned using only cleaning materials which are free from grit and debris to avoid scratching and marking. Use only detergents and cleaning solutions recommended for cleaning glass. Mild detergents are preferable.

### Ceilings & Walls

Walls & ceilings can be vulnerable to high moisture levels through all seasons but with proper precautions this can be minimised. Mould is usually caused by excess moisture in the air within your home. To mitigate moisture damage allow continuous air flow throughout your home. Make sure you always use wet area extractor fans and try to keep windows open as often as possible.

To avoid chipping the edges of your walls, take care when moving furniture, particularly around corners. Plasterboard linings aren't designed to withstand heavy contact.

### Windows & Doors

Doors & windows sometimes take time to settle. If required, we will ease and adjust doors, window sashes, cupboard doors & catches to ensure they all operate smoothly.

Any build-up of dirt and airborne debris on window frames can reduce durability, especially when exposed to moisture. You should ensure your windows are cleaned every six months to remove a build-up of impurities.

### Maintaining Doors and Windows

Door handles, hinges and locks work better if you clean and lubricate them regularly. A silicon spray lubricant is recommended. Carry out regular tightening and adjustments if doors are used frequently.

To ensure window tracks glide smoothly, keep them free from dirt, grit & sand to avoid damaging the roller wheels. Cavity sliding doors can be bumped off their tracks, please be mindful that realignment falls under home owner maintenance.

### Floors: Tiles

Keep tiles and grout in original condition by cleaning regularly with a soft clean mop and warm water. Avoid abrasive and bleach-based cleaners as this can cause grout to discolour. Always ensure liquid spills are cleaned immediately to avoid permanent stains. Dark floor grout can get a white haze (Efflorescence) showing through in the first few months. This is caused by salt in the water from the concrete slab and will resolve over time.

Glazed floor tiles are best kept clean with regular sweeping or vacuuming. Washing them with a solution of warm water and soapless detergent helps.

Glazed wall tiles however, should be wiped regularly with a soft cloth to remove soap before it dries. Harsh abrasive and corrosive cleaners should be avoided, particularly on decorated tiles.

### Floors: Laminate, Timber & Vinyl

To protect your flooring, remove any excess water from your floor immediately and sweep regularly to remove stones/grit that will scratch your floor. Place floor mats at external entrances and felt protectors underneath furniture legs.

Do not use wet mops on your floors. Overly wet floors can cause swelling, voiding product warranties. To remove marks, use a microfibre cloth with methylated spirits then rub dry.

Check care instructions for your particular floor type and do not use harsh cleaning products or equipment. Refer to manufacturers care guide.

### Bricks

Moisture can be a big problem for brick walls. To avoid expensive repairs, avoid planting gardens too close to brickwork, as the moisture from the garden can seep through external cavities, potentially damaging plaster, skirting or floor coverings.

Also ensure reticulation and watering systems do not spray directly onto brickwork and footings.

### Hebel

Please refer back to your manufacturer's warranty terms and conditions for maintenance on your Hebel home.

### Garage Doors

It can often take garage doors a while to operate as easily as they should. If you have any troubles, please refer to your manufacturer's terms and conditions.

### Roof / Gutters

Leaks in your home should be reported without delay. We will schedule an on-site inspection providing the gutters are clear. Gutters clogged with leaves can cause problems with water flow. Inspect your gutters regularly, especially after storms or windy conditions. It's also worth considering the installation of mesh over your gutters if trees surround your home.

For coastal homes, gutters and fascia should be washed down in the warmer weather every three months.

If you have an antenna or skylights installed after practical completion, Weeks Homes is not responsible for leaks occurring in that general roof area. Please consult your original installer.

### Termite System

Termites love moisture so please ensure that your paving is finished 75mm below the damp course. It is also important not to stack firewood, or any material against your house walls which could allow termites to breach the termite barrier.

We recommend that you contact your original pest controller for an annual termite inspection to maintain the warranty of your termite protection system. Please refer to your manufacturer's installation for maintenance and terms & conditions.

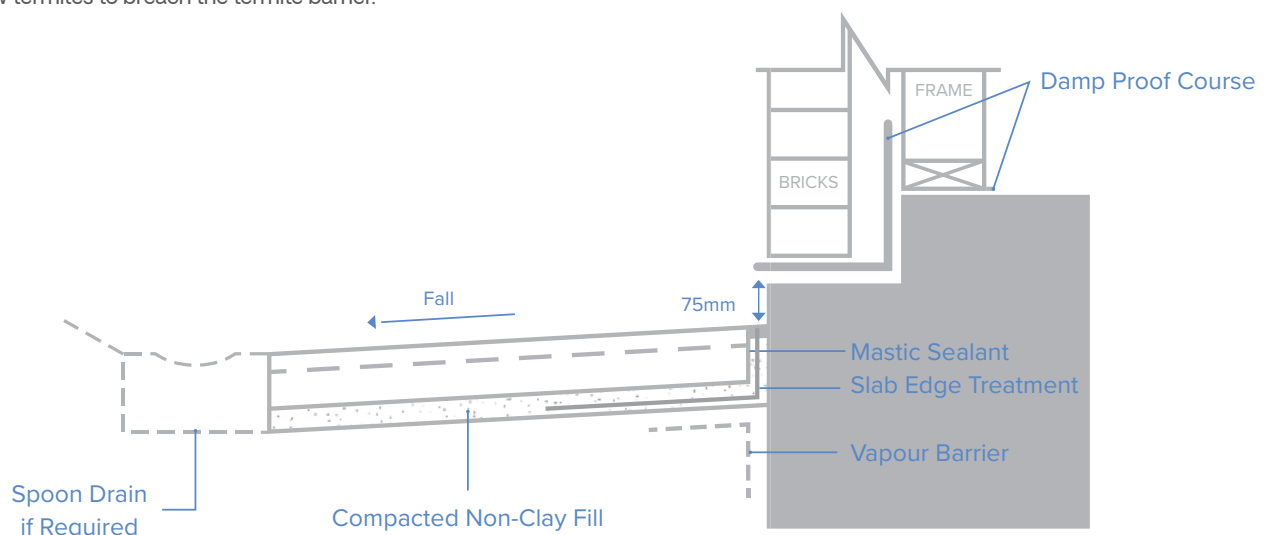
### Concrete

The foundation of your home has been designed by engineers to meet the 'National Construction Code' and Australian Standards to endure anticipated pressures. Minor cracking may occur due to the nature of the material, this is a normal occurrence and is not detrimental to the structure of the residence. Cracking may result from uncontrollable conditions such as uneven ground settlement, shrinkage caused by varying moisture of soil and prolonged periods of unseasonable weather.

Hairline cracking has no detrimental effect on the structure of your home. However, should you become concerned or the cracks in the concrete exceed 3mm, please contact our Service & Warranty team.

Please note, when paving your new home you must protect the footings from edge dampness. The installation of a vapour barrier or liquid application membrane prevents soil contact and moisture penetration directly against the concrete foundation. If such works are to be undertaken by a person other than the homeowner, please ensure that this maintenance guide information is referenced.

All works must be completed in accordance with the Engineer's recommendations. Refer example below of standard detail.



# General information & obligations.

Everything you need to know about building including a full list of customer and builder obligations and a glossary of terms..

## 1. Contract Documents

A number of contractual documents will be provided to you by the builder during the building process. These are as follows:

- Concept Plan & New Home Quote
- Final Sales Plans & Consolidated Tender
- Standard Product Inclusion
- Engineer's Site & Drainage Plan
- Colour Selections Report
- Electrical Plan & Electrical BOM
- Pre-Contract & Post Contract Variations
- HIA Contract & HIA Specifications
- Annexure A
- Contract Plans
- Engineers Full Construction Report.

## 2. Concept, Draft & Final Sales Plans

Room sizes may vary in the Draft & Final Sales Plans to accommodate standard building practices and/or Council requirements.

Signing your Final Sales Plan is an indication that you are happy to proceed with the building process. Should amendments (including Council amendments) to these Plans be required or requested beyond this point, the associated costs will be passed on via a variation order.

## 3. Verification of Additional Inclusions

During the 'pre-contract' quoting period additional products or services may have been discussed with your Sales Consultant and included in the Tender. The word 'Allowance' is used to indicate additional funds allocated for such items. This allowance amount is an estimate only and may increase or decrease upon costs being finalised.

## 4. Copyright

The plans you have submitted to Weeks Homes for drafting are your own designs and have not infringed copyright laws.

Weeks Homes have developed plans based on the information you have supplied. All plans, sketches and designs prepared by Weeks shall always remain the property and ownership of Weeks.

Should any plan or information provided to Weeks Homes by you infringe copyright laws, you are responsible for the associated costs of such an infringement.

## 5. Pre-Construction & Construction

### Pre-Construction

The following will be completed during pre-construction stage:

- Draft & Final Sales Plans
- Preliminary Engineering
- Tender Pricing
- Energy Efficiency Report
- Planning Consent
- Working Drawings
- Colour Selections Appointment
- Electrical Selections Appointment
- Contract Signing
- Full Construction Report
- Building Rules Consent
- Full Development Approval
- Finance Approval / Authority to commence construction
- Ordering of materials & orders finalised

### Construction

The beginning of the construction process commences with the site works and pouring of the slab. From this point, the remaining stages of construction, as outlined in the HIA Building Contract for New Homes, may take approximately:

Single Storey Home: 8 to 10 months  
Double Storey Home: 9 to 12 months

These time frames are a guide only for homes up to 250 square metres and may vary depending on individual design and contract inclusions. Rural and outer metropolitan areas may take longer.

*\* Please note: These time frames are subject to Clause 11 in the HIA Building Contract for New Homes and may be extended.*

## 6. Time Delays By Owner

In order to avoid potential delays to construction, please supply or complete the following requirements correctly and on time. Should these items not be received or completed in the correct format and on time it may result in a delay to your home progressing and additional charges may apply.

1. Approving Plans
2. Approving Plan Amendments (if applicable)
3. Scheduling & attending milestone appointments (including):
  - Your Home Appointment
  - Consolidated Tender Presentation
  - Colour Selections & Electrical Appointment
  - HIA Contract Signing
4. Land Settlement
5. Sub-Division Approval (if applicable)
6. Council Requirements
7. Site Access
8. Finance Approval
9. Installing Service Connection Points
10. Approving Variations (if applicable)
11. Building on the Boundary Permission Deed
12. Site Requirements (if applicable)

## 7. Important Customer Obligations

You are required to provide written notification of land settlement, unconditional finance approval and authority to commence construction to cover the contract price including variations (if applicable), sale and settlement of properties, and satisfaction of any other "subject to" conditions.

You are required to have all services made available to your property prior to construction commencing. (i.e. water meter, electricity and sewer). The location of these services must be supplied to the builder prior to costs being finalised. You are required to provide a clean site with no rubbish and free of vegetation prior to construction commencing. If you are unable to do this, we will arrange for the site to be cleared and you will be charged accordingly.

The engineer will inspect your site soon after the final new home quote has been signed. Their report/s will be based on the current condition of your site. Should your site change in any way after this inspection (ie. if demolition has occurred); it may affect the footing design and services. In such situations re-engineering may be required and will be charged accordingly.

## 8. Building On The Boundary

If your dwelling includes a wall constructed on a common boundary, you will be required to undertake the following tasks:

1. Ensure survey pegs are in place showing the correct location of the boundaries and any encroachments.
2. Advise your neighbour of such construction (twenty-eight (28) days' notice is required)
3. Obtain approval from your neighbour to access their allotment in order to construct the wall
4. Remove the existing fence prior to construction commencing (one (1) metre past each side of the building line)
5. Install temporary fence prior to construction commencing (if applicable)
6. Re-instate the fence abutting the new boundary wall after construction is completed

*\* Please note: If the boundary wall is incorrectly located due to the incorrect location of survey pegs, all costs incurred to the builder and other associated parties will be charged accordingly.*

## 9. Retaining Walls

A site survey of your allotment and confirmation of the finished floor level (FFL) is required to determine if any retaining walls are required. This will be confirmed upon receipt of the Engineers Full Construction Report.

Should retaining walls be required for your allotment, it is your responsibility to arrange with your adjoining neighbour(s) and obtain consent from them to construct such retaining on common boundaries.

You are responsible for any costs associated with removal, reinstatement and construction of new retaining walls including obtaining quotes for such work.

## 10. Sub-Divisions (if applicable)

If you are building on land sub-divided by anyone other than us, please be aware:

The land is not owned by us. We make no representations about the suitability of the land to build on or otherwise. It is your responsibility that you are satisfied of this by inspection or by taking professional advice or otherwise. All utilities and services are the responsibility of the developer/land owner.

To the extent permissible by law, all liability (whether in negligence or otherwise) for any representations regarding the land is disclaimed by Weeks Homes ACN 008 087 278 and its related entities and businesses.

Your assistance in providing the following information regarding your sub-division will accelerate your project through the approval process. We require:

### Sub-Division Plans

- Approved by the Council, lodged by your Surveyor
- Location of Service Connection Points
- Sub-division Approval
- Location of any Community Utilities

### SA Water Connection

- Applications for but not limited to additional water meters, manifolds, sewer connections.
- Sub-division plans are required to be lodged with SA Water. It is your responsibility to engage the services of a Surveyor to prepare, lodge and gain the relevant approvals for the sub-division.

*Important\* Please be aware that the sub-division process can be lengthy. It is imperative this is acted on immediately in order to avoid delays in the commencement of construction and/or practical completion. Should delays occur due to the sub-division remaining incomplete additional fees may apply. (Refer: Clause 11 – HIA Building Contract for New Homes)*

### Community Services / Meter Boxes

If you are building a Community Title development, additional costs may apply to arrange connection of the services, e.g. Community electrical meter box. These costs will be calculated when service locations are confirmed.

Community Title meter boxes may be used in situations where there are two or more dwellings under a Community Title. This is a requirement of SA Power Networks as it allows easier access to the meter boxes.

The meter box allowed for within the pricing schedule will contain a sub-board to each dwelling. Costs will apply to upgrade to an internal sub-board if required. The electrical underground service included within your contract applies to each dwelling (sub-mains), additional meters if required will be charged accordingly. The mains from the electrical service connection point to the community board will be confirmed during the site and services assessment. In addition, the network provider requires a Main Distribution Frame, which is quoted and

installed by a their contractor. This service is charged direct to the customer.

#### SA Power Networks Requirements for Community Jobs

SA Power Networks will generally only supply one service to each community allotment. For example, if you have four dwellings on a community allotment we are required to complete one electrical underground service (mains) from the Electrical Underground pit or pole to the community switchboard and then distribute the power through sub-mains to each dwelling.

SA Power Networks request the developer allocate common land for the position of the community electrical board (even if there is no common land allocated for services). This requirement is to be consulted with your Surveyor and SA Power Networks confirming the service connections location and the position of the community electrical board. Prior to works commencing on site, all relevant council or permit applications for a new pit, cutting of footpaths and electrical undergrounds are to be submitted to Council once SA Power Networks have provided a service location.

SA Power Networks will invoice you directly to connect from the pit or pole to the meter. This is not included in the contract. SA Power Networks will email you to choose a provider. Please disregard as we arrange this for you.

#### Public Lighting

For reasons of Public Liability it is your / the developer's responsibility to ensure public lighting is installed on community title jobs.

*\*Note: Public lighting is not required if all dwellings face the street*

### 11. Lodgment of Applications

You authorise us to lodge, but not limited to, the following documents on your behalf relating to your proposed dwelling/s.

1. Developer Approval (if applicable)
2. Planning Consent Application
3. Building Rules Consent Application
4. Full Development Approval
5. Application for Waste Water (if applicable)
6. Application for Power Supply
7. Application for Water and Sewer Connection
8. Any other letter or application to a relevant authority or third party, specifically related to the proposed dwelling

*\*Please note: An application to move any service utilities including a water meter (if required) will incur an additional charge and will be charged accordingly.*

### 12. Rainwater Tanks / Storm Water

If you are supplying and installing your own rainwater tank, it is imperative that you also arrange connection to the rainwater tank to ensure the tank is commissioned and fully operational. This must be completed by you after final handover.

If the storm water is included in your Consolidated Tender, we have allowed for a standard gravity storm water system. Depending on the size/slope of your allotment and the outcome of the drainage system designed by the engineer, a sump pump may be required. This will substantially increase the cost of your storm water requirements.

### 13. Sustainable Housing - Energy Efficiency Compliance

A new home that complies with the energy efficiency requirements aims to reduce greenhouse gas emissions, heating & cooling costs, improving the overall comfort.

The National Construction Code (NCC) governs rules for the construction of buildings in Australia, and within this, sets requirements for energy efficiency. All new home designs must be submitted for formal assessment to obtain a certificate of compliance. The most appropriate assessment methodology is determined by our external consultant.

In determining the most appropriate assessment methodology, consideration will be given to orientation, design & specifications. It is important to be aware that energy efficiency compliance may not result in a star rating. Please consult with your Customer Project Coordinator if you have any specific requirements in relation to the energy efficiency assessment.

In order to achieve compliance with energy efficiency requirements, various changes may be required of the initial design. These may include, but are not limited to:

1. Addition of insulation to internal walls and raised floors
2. Increased ratings to ceiling insulation
3. Alterations to orientation of living areas
4. Alterations to window sizes and location
5. Eave depth and shading (adjustable or fixed) of specific windows
6. Inclusion of low-e glass (e.g. Comfort Plus) or double glazing to windows

Should any of the listed alterations be required to achieve compliance, associated charges will apply.

### 14. Encumbrances

When purchasing your allotment, an encumbrance may apply. This may dictate or affect building requirements. An explanation of encumbrances should be supplied to you with

your Land Contract and it is your responsibility to supply a copy of this to us. Failing to supply such information may:

1. Delay your building process
2. Result in additional charges associated with changes to the project – specific to the encumbrance requirements

## 15. Coastal Environments, High Wind & Bushfire Prone Areas

During certification assessment, if windspeed, corrosion protection and/or bushfire protection is required, additional charges will apply.

*\*Please note: We will not be responsible for window leaks and/or window corrosion on any home that is situated in coastal or high wind speed areas (i.e. forty-one (41) metres per second).*

## 16. Administration Fees

Changes may occur to the Final Plans and/or Selections during the building process however; doing so at certain stages can cause significant delays and incur additional fees as listed below.

### Plan Amendments

On receipt of the draft sales plans, it is highly recommended you review the plans, advise of any amendments to ensure your new home design requirements have been met. This allows you to make minor non-structural changes without incurring additional costs.

Upon receipt of your approved 'Your Home Appointment' documents, no further plan changes shall be permitted. Should any further amendments be requested these will only be actioned at managements discretion and fees will apply.

### Council Required Amendments

An administration fee for plan amendments and amending engineering will be charged should council require changes to Final Plans and/or setbacks after Final Plans have been signed.

### Engineering Amendments

An administration fee will apply should engineering documentation be required to be amended, regardless of who initiated the request. The fee applicable is dependent upon the type of amendment to be completed.

### Selection & Electrical Amendments

An administration fee will be charged per amendment to any selection changes made after signing your Selection Document.

## 17. Bank Pack

A Bank Pack is collated to provide your Lending Institution with the required paperwork to allow them to confirm finance for your HIA Building Contract for New Homes.

A Bank Pack is available once you signed the HIA contract. A copy of the following information is included in the Bank Pack:

1. HIA Building Contract for New Homes
2. HIA Building Specifications
3. Product Inclusion
4. Signed Final Plans (including stamped copy by Council and/or Private Certifier (if applicable))
5. Engineers Full Construction Report
6. Signed Selection Document
7. Copy of Full Development Approval
8. Preliminary Statement
9. Annexure A
10. Progress Claim Schedule
11. Copy of Builders Risk Insurance
12. Copy of Builders Licence

*\* Please note: A bank pack can only be completed once all the above information is provided and finalised.*

## 18. Land & Finance Approval

### Confirmation of Finance Approval

If you are paying with private funds; proof of available funds to cover the contract price plus variations must be supplied before we can commence construction. For example:

1. Copy of bank statement showing private funds
2. Bank Guarantee
3. Statutory Declaration

If you are paying with borrowed funds (lending institution to provide finance approval);

We require an unconditional loan approval letter from your bank/lending institution (not a loan offer) and confirmation of drawdown (funds available) before we can commence construction. Progress Claims are payable within five (5) working days of receipt from Weeks Homes.

### Confirmation of Land Approval

In order to confirm you are the owner of the land we require a copy of any of the following documents before we can commence construction:

1. Certificate of Title
2. Council Rates
3. Settlement Statement
4. SA Water Rates
5. Land Sales Agreement for newly purchased land

*\* Where a subdivision is occurring Weeks Homes requires all subdivision works to be completing including separate titles prior to construction being able commence on-site.*

## 19. Building Site Safety

Safety is paramount to Weeks Homes and we operate within a strict Work Health and Safety Policy with the intention

of protecting the safety of our customers, employees, contractors and visitors or members of the public on its sites. Site access is permitted ONLY at the designated times when accompanied by your Site Manager or Weeks representative.

Any person entering the construction zone, does so at their own risk and could put all parties at risk of breaching the Work Health and Safety legislation which could result in delays to construction.

There are 5 on-site appointment times designated through the build journey. These are important milestones in your build and will give you the opportunity to view progress and ask any questions of your Site Manager.

## 20. Controlled Fill Certificate

It is your responsibility to provide a Controlled Fill Certificate from an engineer where applicable. By supplying this report, it may allow the Engineers to reduce footing requirements. If a Controlled Fill Certificate is supplied after final engineering has been done, a charge to amend the engineering will apply.

## 21. Soil Removal

If soil removal forms part of our contract agreement, this includes earthworks, footing works and services calculated at the time of the preliminary engineering being received. This does not include removing soil as a result of illegal dumping and/or from fencing and retaining, completed outside of the HIA Building Contract for New Homes.

If you ask us to stockpile soil and there is enough room to allow this to happen, additional charges will apply.

## 22. Site Costs

The following site costs may apply to your allotment, depending on the requirements set by Council, Engineers and the services provided.

### Storm water/Sump Pumps/Detention Tanks

In some cases where the building level is lower than the street water table, a sump pump may be required to remove the ground water from your allotment to the street water table. This will be determined by the engineer during their assessment of the drainage design of your new home, ensuring these meet the relevant authority requirements. Detention tanks allow for storm water catchment to be detained during heavy rain and release to the street storm water at a lesser rate to avoid flooding of the site/neighbouring sites and Council infrastructure. Detention tanks may also be required by Council, if required a variation will be raised.

### Tractor Crane

During the wall frame delivery, a tractor crane may be required where an articulated semi-trailer cannot access

the site safely (i.e. cannot get to site or from site). These instances occur, but are not limited to; when the site is a hammerhead allotment, low-hanging power lines or the site is located in tight and narrow streets (including cul-de-sacs). If this service is required, additional charges will apply.

*\*Please note: A tractor crane may also be required to deliver other building materials and is not limited to wall and roof frame.*

### Traffic Control

Traffic control can apply to any site works or deliveries where the site location is based in high traffic areas, including, but not limited to; a main road, shopping centres, in close proximity to a bus stop or school or sited on or near a roundabout. Reducing hazards in traffic flow and controlling the safety of the public or contractors on site is of the utmost importance. Should traffic control be required, additional charges will apply. This may only be determined once we commence on site.

### Access for Construction

On occasions we experience access difficulties in delivery and installing products or materials including, but not limited to: bricks. This generally applies when the home is on, or within 900mm of the allotment boundaries, these costs will vary depending on the access restriction of your allotment. Should it be determined that access difficulties apply to your allotment, additional charges will apply.

### Cutting of Concrete Paths / Removal of Paving

On occasion it is necessary to cut a concrete path and/ or remove paving to the Council Infrastructure in order to install services such as power, communications (i.e. Telstra), water and sewerage to your home. We may make allowances in your Contract for such work, where an allowance has not been specified or is not sufficient, a variation will apply.

### Reinstatement of Council Infrastructure

Whilst care will be taken to minimise damage to Council Infrastructure (including but not limited to kerbs, crossover, inverts, footpaths), damage that may occur during construction is required to be rectified. We may make allowances in your Contract for such work, where an allowance has not been specified or is not sufficient, a variation will apply.

If the allowance for rectification is not included in the Contract Price, your Site Manager will advise the extent of the rectification works required. You will be required to complete the rectification 14 days prior to Practical Completion. If the work is not completed, the work will be carried out by us (the builder) and a variation will be raised and payable at settlement.

### Driveway Crossovers and Driveway Inverts

A Driveway Crossover is the section of driveway located between the kerb and the front boundary of the allotment.



This will be required to be done by you after Practical Completion and council approval is required.

A Driveway Invert is the laid back section of the kerb that allows vehicles to access the driveway. This invert is not required where a mountable kerb exists as the roadside kerbing has minimal gradient. This will be required to be done by you after Practical Completion and Council approval is required.

### **SAPN (SA Power Networks) Pole Protector**

Where there is no underground connection point (SAPN pit) to service the site, the electrical mains cable is taken from the top of the closest available power (stobie) pole within a protective conduit which is fastened to the pole. If this is necessary on your site, an additional cost will apply.

### **Extra Service Runs**

As stated in your Product Inclusion, we make allowances for services such as water, power, gas (if applicable) and sewer.

Dependent upon the location of the service connection points on your allotment, additional costs may apply and will be charged as part of your Site and Services costs in your Tender and/or via variation.

The builder will arrange with SA Power Networks, a service pit (underground) for electricity should a power pole be the source of electricity connection for your allotment – additional charges will apply. If power lines are close to your new home you must pay all of the costs involved in moving the power lines in conjunction with SA Power Networks. Should this require any additional work by the builder, additional charges will apply.

### **Water & Electricity Supply**

During contract signing, you will be requested to complete and sign a SA Power Networks Form and New Energy Account Form giving us, the builder the authority to apply and connect electricity to your new home with our preferred supplier, you are welcome to change retailers after handover.

A water meter will be installed on the allotment should a water meter not be already installed. Should the water meter be damaged or stolen, the replacement or repair costs are your responsibility and to be paid by you.

During construction, you will receive accounts for water or electricity used from the relevant utility retailer. These accounts are your responsibility and to be paid by you.

*\*Please note: These items are standard inclusions in the contract price. Should these items not be required, no credit will apply.*

### **Sound Attenuation**

Sound Attenuation refers to a State Government policy that protects new developments located within a Noise and Air Emission Overlay designated area. These areas are subjected to noise and air emissions, which are generated from major transport corridors, rail corridors and entertainment venues.

If your new home is located within such an area, it will be reviewed by Council and/or a Private Certifier, to determine if your site location is affected. An Acoustic Engineer may be required to assess your home design and prepare a report confirming the necessary products and building practices to ensure your new home complies with regulations.

Upon receiving advice of products and building practices required, we will confirm the associated costs including the Acoustic report.

### **Building on the Boundary**

Removal of the existing fence and temporary fencing may be required if your home is being constructed on the boundary. Temporary fencing is usually requested by the neighbouring home owners to ensure their safety and security. You are responsible for organising and funding temporary fencing and the removal of existing structures where your home is being constructed on the boundary.

## **23. Waste Disposal in Non-sewered areas**

There are several forms of waste disposal systems available in non-sewered areas. The cost of each system varies. Your local Council is the controlling body and they alone will determine the type of system that must be installed. We will submit the application to them on your behalf but you should note that we have no control over the type of system required.

*The associated fees for wastewater reports in non-sewered areas are not included in our standard scope of work and where required, a variation will apply.*

### **Common Effluent**

A septic tank is provided to breakdown the waste and the treated effluent is then run into a sewer connection. The size of the tank is dependent on the size and number of bathrooms in your home. Spa baths increase the size of the tanks.

### **Septic**

The same set up as the common effluent, but instead of being disposed of in another location the treated effluent is put into soakage trenches on your land to be dispersed.

### **Environmental System (“Envirocycle” is one such system)**

The waste is run into a tank unit which contains pumps, aerators, chlorine chambers and alarm units. The waste is treated to a stage where it can be safely pumped onto vegetation areas (i.e. gardens) through a sprinkler system in an odourless, clear liquid form.

The system is automatic and in the event of overload or failure can be manually activated. The system is serviced quarterly and the first twelve (12) months service, chlorine and SA Water reporting is usually included in the price charged for this system. The size of the unit depends on the house size and the number of bedrooms.

## 24. Direct Deposit Payments

If you are making a direct deposit into our account, refer below banking details. Please nominate your job reference number to ensure that your payment is allocated directly to your account:

**Name:** Weeks Homes  
**Bank:** ANZ  
**BSB:** 012 670  
**Account:** 838 251 161

## 25. Credit Card Payments

If you wish to make payment via your credit card, please advise one of our staff.

### \*\*\* IMPORTANT INFORMATION: FOUNDATION MAINTENANCE AND FOOTINGS PERFORMANCE \*\*\*

**Please refer to the Full Construction Report, reference to the 'Foundation Maintenance and Footings Performance: A Homeowners Guide', CSIRO, 2003, for effective measures in the prevention of building movement related to soil conditions.**

# **Glossary of Terms.**

# Glossary of Building Terms

<b>Allowance</b>	An allowance is used for items where we do not know the price because we either have insufficient information, plans are not detailed enough at that time or where you have not made your selections. When we have the details we will advise you the associated costs and you have the choice between accepting that new price or discussing alternative solutions (if applicable). This happens where allowances are adjusted before we start building. Where we cannot adjust an allowance before we start building, Clause 13 of the HIA Building Contract for New Homes will apply to that allowance.
<b>Application for Power Supply</b>	Relevant documents are submitted on behalf of the owner to arrange electrical connection to the property by the service provider.
<b>Application for Water and Sewer Connection</b>	Relevant documents are submitted on behalf of the owner to arrange connection of the main water and sewer to an existing connection on the property by the service provider.
<b>Bank Guarantee</b>	Written confirmation from the bank or other lending institution that if a particular borrower defaults on a loan, the bank will cover the loss.
<b>Bank Pack</b>	Provides your lending institution with the required paperwork to allow them to confirm finance for your building contract. A Bank Pack is available once you have signed your HIA Contract and all required variations.
<b>Boundary Peg</b>	A boundary peg is a survey mark, which identifies the boundary of the allotment.
<b>Building Rules Consent</b>	An application for the Building Rules Consent is assessed against the Building Code of Australia and relevant Australian Standards. Either Council or a 'private certifier' can assess applications for Building Rules Consent. Once Building Rules Consent has been issued, the council or the 'private certifier' is satisfied that the development is appropriate with regard to issues such as structural adequacy, safety of occupants, health protection and fire prevention.
<b>Certificate of Title</b>	A certificate issued by the State or local government identifying the owner(s) of personal or real property and often listing any encumbrances on the property. A Certificate of Title provides documentary evidence of the right of ownership.
<b>Common Property</b>	Land shared (Common Land) between all property owners of the Community Title development.
<b>Community Infrastructure Levy</b>	Also known as the CIL - A 'one off' payment that individuals building new homes may pay to their council. The amount of Levy will differ as it is council specific. The council enforces this infrastructure levy in order to provide items for the community such as – parks, maintenance of streets, trains, etc.
<b>Community Title</b>	A Community Title divides land into lots and common property. Community Titles are defined by lot boundaries, reference to parts of the building and generally has a portion of the allotment as common property. Common property relates to land that is shared within a community scheme and shares utility services such as, but not limited to: sewer, water, electricity and gas.
<b>Community Title Corporation</b>	Community Title Corporations are appointed and comprise of the registered owners of the lots in the community scheme. The Corporation is responsible for the administration of the group's by-laws and for maintaining the common property and any fixtures on the property.
<b>Compaction Report</b>	A report that includes a statement confirming material that has been placed and compacted in layers by compaction equipment within a defined moisture range to a defined density requirement, outlined in the Australian Standards.
<b>Confirmation of Footings and Site Services Costs</b>	Confirmation of the footings, site and services which is calculated after the Preliminary Construction Report is received and assessed against the allowances in the tender or Annexure A.

<b>Tender &amp; Annexure A</b>	The Tender is an agreement and itemised breakdown of inclusions and costs for your new home that will become the Annexure A after the pre-contract variations have been finalised. The Annexure A will form part of the HIA Building Contract for New Homes.
<b>Contour Plan</b>	A plan on which the shape of the land surface is shown by contour lines, the relative spacing of the lines indicating the relative slope of the surface.
<b>Cooling Off Period</b>	A period of time after a sale contract is agreed during which the buyer can cancel the contract without incurring a penalty.
<b>Encumbrances</b>	An encumbrance on title is any legal interest that exists on the allotments held by someone other than the owner of real estate, it is not an ownership interest. It is more like a duty owned by the owner to a third person(s) or service provider (e.g: deed restrictions, easements, encroachments).
<b>Developer Approval</b>	Developer approval is required when building in a new estate to ensure the proposed dwelling meets the developers guidelines.
<b>Colour Selection &amp; Electrical Appointment</b>	The Colour Selection appointment involves a full day appointment with one of our MyChoice Selections consultants where your products and colours are chosen for your new home and confirmed in your Colour Selections Report. A separate appointment will be held to confirm the Electrical selections and layout of the home.
<b>Finance Approval</b>	Proof of available funds to cover the cost of the building contract including variations in the form of either a bank statement, bank guarantee or an unconditional loan approval letter from your bank.
<b>Full Development Approval</b>	Once both Planning Consent and Building Rules Consent are obtained, the Council can issue Full Development Approval. Construction can now legally commence.
<b>Full Construction Report</b>	A report completed by an independent engineer which includes, but not limited to, the Footing Specification Plan.
<b>Handover</b>	After practical completion and final payment, you will receive your keys.
<b>HIA Building Contract for New Homes</b>	Housing Industry Association legal binding agreement, between the builder and the customer.
<b>HIA Building Specifications</b>	Housing Industry Association standard specifications, which details the work to be executed and the materials to be used in carrying out those works at site.
<b>Land Confirmation</b>	Proof of land ownership in the form of either a copy of a Certificate of Title, Council Rates, Settlement Statement, SA Water Rates or the Land Sales Agreement for newly purchased land in the contract name.
<b>Land Settlement</b>	Settlement is the official process of legally transferring a property from one person to another. Settlement can usually occur between four to six (4 - 6) weeks after both parties have signed the contract of sale.
<b>Loan Application</b>	A document that provides the necessary financial information about the borrower, which the lender requires in order to assess and determine if the loan application will be approved.
<b>Loan Approval</b>	Formal notification from your lender confirming your loan approval.
<b>National Construction Code</b>	The National Construction Code sets the minimum requirements for the design, construction and performance of buildings throughout Australia.
<b>On Site Changes</b>	A change that occurs during the building phase, which may be the result of product unavailability or at the request of the owner or required by the builder. These changes may result in a variation to the contract.

<b>Plan Amendment</b>	Plan amendments generally occur (but not limited to) following Developers, Private Certifier's or Council's initial assessment and feedback, plans may require amendments in order to acquire approvals.
<b>Plan Amendment Fees</b>	A variation will apply to your Contract if you request changes to the design after the 'Your Home Appointment'.
<b>Plan Certification</b>	Formal process whereby an Engineer or Private Certifier will assess the plans and verify they comply with the relevant standards and codes.
<b>Planning Consent</b>	First stage of the Council application whereby your proposed plans are assessed against the policies contained in the Council's Development Plan. Planning Consent is issued once Council is satisfied that the proposed development is appropriate for the development site, in context of the local area and the Development Plan policies.
<b>Practical Completion</b>	When your home reaches practical completion (ready to move in) a 'walk through/inspection' will be conducted together with your Site Manager. Any incomplete items will be noted on your Certificate of Practical Completion form and completed in a reasonable timeframe. Full payment of the contract price including variations (if applicable) is required at this stage.
<b>Preliminary Engineering</b>	A report completed by the Engineers, which provides the relevant information to determine the soil classification and contour of the land.
<b>Product Inclusions</b>	Standard builder's inclusions to the contract
<b>Progress Payments</b>	During the construction process, the builder will submit payment claims for the practical completion of each stage as set out in the HIA Building Contract for New Homes.
<b>Retaining Wall</b>	Is a structure designed to retain soil to sloping allotments. They are used to bound soils between two different elevations often in areas where the landscape needs to be shaped and engineered for the proposed dwelling.
<b>Selections &amp; Electrical Documents</b>	Documents detailing the internal and external finishes for your home including electrical details. These documents are confirmation of your final selection of colours and products and are referred to throughout the construction process; therefore it is imperative they are correct and final. This document forms part of our contract agreement.
<b>Service Connection Points</b>	The individual points at which the sewer, storm water, water, electrical and gas main infrastructure lines enter into your property.
<b>Services</b>	All underground services to the site including but not limited to: power, data connection, sewerage, stormwater, water and gas.
<b>Site and Drainage Plan</b>	A plan provided by our Engineers indicating the contour of the land. The plan shows (including but not limited to) the stormwater design, borelog locations, retaining wall requirements and the finished floor level.
<b>Torrens Title</b>	A single Certificate of Title for an allotment recording and registering land ownership.
<b>Unconditional Finance Approval</b>	Your loan application has been fully approved and is not subject to any terms or conditions. The loan offer documents are usually distributed at this time.
<b>Variation</b>	Is an alteration to the scope of works in a construction contract in the form of an addition, substitution or omission from the original scopes of work.
<b>Variations Without Your Consent</b>	We may vary the work without your consent where materials become difficult to get but we can supply suitable replacement materials of equal or better standard. We can also raise a variation under Clauses 8.2, 10.2, 16, 17 or 18 without your consent. Please refer to Clause 13 of the HIA Building Contract for New Homes.

**Notes.**

