

# Entry Checklist

## HOUSING AWARDS



Your submission must include all the items in the following checklist. It is recommended you check you have digital files on your computer for each of the items below. You can modify and revisit your submission at any time prior to submitting the entry.

### PROJECT PROMOTION DESCRIPTION

- Submit a description of at least 60 words about your entry

*Detail aspects that are unique or unusual about the project, project challenges, client brief, innovations, environmental features, technology, use of materials etc. Used for promotion/publicity as well as judging purposes.*

### STAMPED APPROVED PLANS

- Floor Plan  
 Site Plan (with North Point)  
 Elevations

*Plans provided must reflect the finished building work. There should be no variations between submitted plans and the finished building work. The plans should be the approved plans stamped from the council or private building surveyor, including any amendments approved to those plans before or during construction.*

### LIST OF MATERIALS

- List and description of internal and external materials

*1-2 pages, including manufacturer, colours and special features.*

### ENERGY RATING ASSESSMENT

- Complete copy of energy rating certificate, BASIX certificate or 'deemed to satisfy' assessment report or information supplied with building application  
*If project exceeds a thermal performance rating of six stars (or equivalent) or Energy target scores for BASIX (NSW).*  
 Provide the rating/score

### PROJECT PRICE

- Provide a copy of the page of the contract that states the contract price, with the client's signature  
 Include a summary of variations to the contract, with client signature where variations were made  
 Provide itemised details + costs of works by owner or others

*Your Project Price must reflect the entire cost of the home as viewed by the judges. This is inclusive of your contract price + variations + all works supplied or carried out by owner/others.*

*Your project price must include GST, site works, all extras, final PC and provisional sum adjustments. Do not include land price, landscaping/pools where they do not form a structural component of the home, and the cost of removable appliances for example fridges, microwaves.*

*Your project price determines which price category your project fits into (where applicable).*

### BUILDERS OWN PROJECT

- Supply a signed letter on company letterhead stating the complete cost to build an identical project (including builders margin), which would be the price offered to the home buying public  
*For builders own projects a formal contract may not be applicable.*

### DISPLAY HOMES / APARTMENTS

- Sales brochure and price list

### PROJECT HOME ENTRIES

- Supply display home brochure the project home is based on

### CERTIFICATE

- Supply certificate of occupancy or equivalent completion certificate

### PHOTOGRAPHS

- Fifteen (15) images must be uploaded per category/project entered

#### **Renovation / Addition ONLY**

- Four (4) before photos (in addition to images above)

#### **Outdoor Project ONLY**

- 6-8 colour images

### ADDITIONAL ITEMS

- |   |   |
|---|---|
| <input type="checkbox"/> Date of practical completion     | <input type="checkbox"/> Area of project including land |
| <input type="checkbox"/> Map with directions to project   | <input type="checkbox"/> Cost per square metre          |
| <input type="checkbox"/> Owner's name and contact details | <input type="checkbox"/> Value of site works            |



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*Detail aspects that are unique or unusual about the project, project challenges, client brief, innovations, etc. Used for promotion/publicity as well as judging purposes.*

#### WORKING DRAWINGS

Drawings must include scale. Detailed working drawings, including:

- floor plans
- elevations and cross sections
- cabinetry/joinery plans
- perspectives (optional)
- house plan with new work area identified

*Plumbing, electrical/lighting and structural details must appear on plans and elevations.*

#### PROJECT PRICE

Your project price must only be the cost to build the project (kitchen, bathroom etc) entered. Do not supply the cost to build the entire house.

- Provide a copy of the page of the contract that states the contract price, with the client's signature
- Include a summary of variations to the contract, with client signature where appropriate
- Provide itemised details and costs of works by owner or others

*Your Project Price must reflect the entire cost of the project as viewed by the judges. This is inclusive of your contract price + variations + all works supplied or carried out by owner/others.*

*Your project price must include GST, all prime-cost items, cabinets, splashbacks, benchtops, taps, sinks, baths, trades, installation, etc. Do not include the cost of removable appliances such as fridges, microwaves, etc.*

*Your project price determines which price category your project fits into (where applicable).*

#### BUILDERS OWN PROJECT

- Supply a signed letter on company letterhead stating the complete cost to build an identical project (including builders margin), which would be the price offered to the home buying public

*For builders own projects a formal contract may not be applicable.*

#### PHOTOGRAPHS

- Supply ten (10) colour images of the project entered

##### **Renovation / Addition ONLY**

- Supply four (4) before photos (in addition to images above)

#### ADDITIONAL ITEMS

- Date of practical completion
- Map with directions to project
- Owner's name and contact details
- Dimension of project
- Cost per square metre

#### LIST OF MATERIALS USED IN THE PROJECT

- List of materials used in project

*Provide a list and description of materials used in project, such as: cabinetry materials, finishes and colours/appliances, or sanitary ware, fixtures and fittings/splashback or wall treatments/flooring, painting and decorating.*

#### KITCHEN DESIGN AND BATHROOM DESIGN ONLY

In addition to the items listed above, please also submit the following:

- Design Statement

*Provide details on your client brief; how requirements were achieved; needs fulfilled; problems overcome and innovations included in the project.*

- List of materials **proposed to the client**

*Provide a list and description of materials proposed to the client, such as: cabinetry materials, finishes and colours / appliances, or sanitary ware, fixtures and fittings / splashback or wall treatments/flooring, painting and decorating.*



Your submission must include all the items in the following checklist. It is recommended you check you have digital files on your computer for each of the items below. You can modify and revisit your submission at any time prior to submitting the entry.

## PROJECT PROMOTION DESCRIPTION

- Submit a description of at least 60 words about your entry

*Detail aspects that are unique or unusual about the project, project challenges, innovations etc. Used for promotion/publicity as well as judging purposes.*

## CLIENT BRIEF

- Provide a copy of your client brief

## PROJECT SCOPE OF WORK

- Include any details on: budget limitations/cost effectiveness, specific challenges/limitations, innovation, liveability and/or adaptability of space

## WORKING DRAWINGS

- floor plans
- cabinetry/joinery plans
- perspectives
- house plan with new work area identified

## PROJECT PRICE

- Provide a copy of the page of the contract that states the contract price for this project with the client's signature

*Your Project Price must reflect the entire cost of the project as viewed by the judges. This is inclusive of your contract price + variations + all works supplied or carried out by owner/others.*

*Your project price must include GST.*

## PHOTOGRAPHS

- Supply ten (10) colour images of the project entered
- Provide up to four (4) before photos

## LIST OF MATERIALS USED IN PROJECT

- Provide a list and description of materials used in project such as: cabinetry materials, finishes and colours