



## design guide

Build or renovate  
with confidence  
**We'll show you how**

Expert tips for  
**planning**  
your project

What our  
**clients** say

The **design and  
consent** process  
explained

**mooredesign.nz**

# CONTENTS

**03**

A note from our Director  
**Cameron Moore**

**05**

Our step-by-step guide to the  
**design and consent process**

**06** Planning

**07** Proposal & pre-design

**08** Concept design

**09** Developed design

**11** Resource consent

**12** Building consent

**13** Working with your council & construction

**14**

Project spotlight – **Howard Road**

**16**

Our studio and team

**18**

Project spotlight – **Muritai Road**

**20**

Building a **warmer, drier and  
healthier home** with Homestar

**22**

Project spotlight – **Wesley Residences**

**25**

Questions?  
We've got them covered here!

*"We want you to be inspired. We'll provide you with an individualised experience where you'll work with one designer - someone you can rely on - who will get to know your project inside and out."*



**M**oore Design is a small, multi-award-winning architectural design practice established in 2011.

Based in Alicetown, Lower Hutt, we're able to take on any residential, multi-unit development and light commercial project throughout the Wellington region, including new builds and renovations.

Our progressive and dynamic team take pride in providing clients with innovative designs and clear, concise building consent documentation.

Working with clients to develop creative solutions that meet the demands of the modern lifestyle, we deliver on a variety of projects varying in size and scale. As qualified Homestar accredited

practitioners, we can also provide options to build or renovate your home to a minimum 6-star rating. Find out more about Homestar on page 20.

We use the very best in architectural design technology to create quality documentation that you, your builder and council can rely on. Using our established relationships with consultants and third-party providers, we bring everything together to give you a design that works, as well as one that looks amazing.

We create innovative spaces that meet your needs now and in the future.

We look forward to inspiring you.

*Cameron Moore*

“  
Trustworthy,  
easy to deal  
with, great ideas  
and made the  
process simple.

David – Plimmerton







# Our Step-by-Step Guide

## TO THE DESIGN AND CONSENT PROCESS

**E**ven thinking about where to start building or renovating can be daunting!

We've put together this step-by-step guide to help you plan your project from kicking off the design process right through to getting your design and plans approved by your local council.

Moore Design is here to help you through each of these stages and we'll make the process easy!

We're experts in our field and have completed hundreds of projects across the country.





# 01

## Planning

The first step is to set up a time for us to come and meet with you to talk about your project.

This is a FREE consultation where we can get to know more about what you'd like to do with your existing house or what plans you have for your new build.

Here are some top tips to prepare for our first meeting:

- Have a clear idea of what you would like to achieve (this will save time and money).
- Complete a list of 'must haves' and 'nice to haves' if your budget allows.
- Think about how you'll be using your new space and where you'll be spending most of your time.
- Plan for now and for your future requirements.

During the consultation, we'll be aiming to

- discover your vision and goals for the project
- identify your budget
- talk about some initial ideas and options
- define your project scope/brief
- talk about your timeframes.

## 02

# Proposal

Once we've had our initial meeting with you, we'll provide you with a fee proposal for our services.

This will include

- a detailed project scope/brief
- the process and services you'll receive from us
- identification of any additional consultants required i.e. surveyors, engineers
- some indicative timeframes
- our fees
- our terms and conditions.

## 03

# Pre-design

Once you've come on board, the first step will be to complete a site visit and/or measure up.

We'll complete a measure up of your existing house or carry out a site visit to assess the surroundings if you have a new build.

This is the first time you'll meet the designer that will be working on your project and is another opportunity to talk about your project in detail.

Once we've completed your measure up, we'll get straight on to modelling your existing house and/or site before we start working on your design!

Sometimes we may require a site survey before we can finalise your design. We would have advised you of this requirement when you received your proposal from us.<sup>A</sup>

If you need a site survey, we can obtain quotes on your behalf and engage the surveyor to undertake the work.

<sup>A</sup>Site surveys help us to determine property boundaries and the topography of your site.



# 04

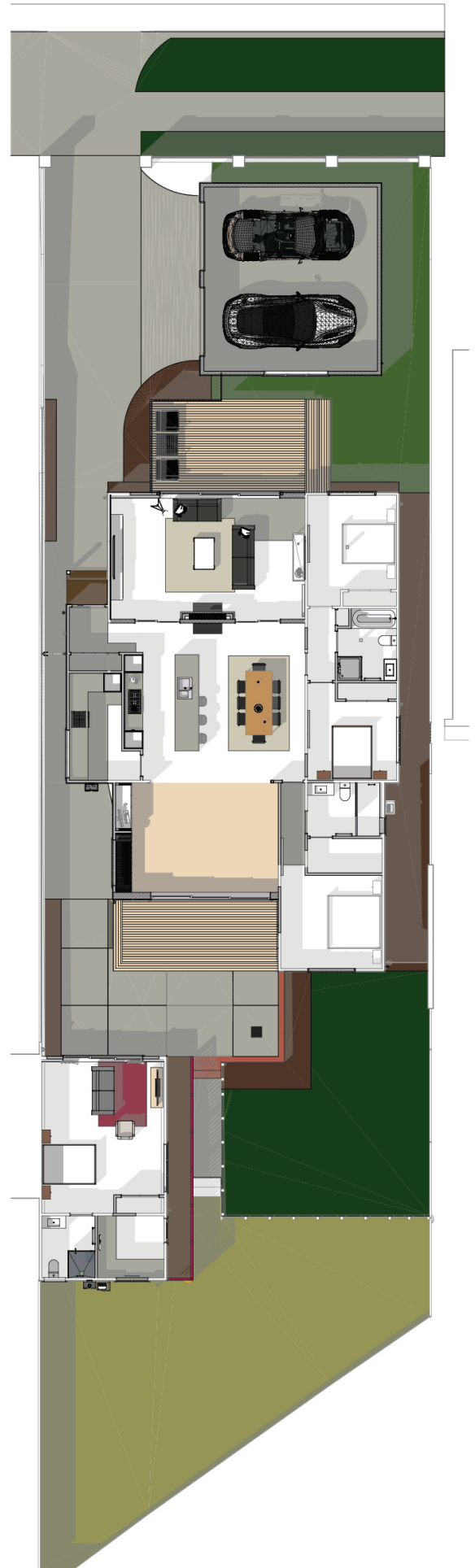
## Concept Design

Here we'll bring together the initial design brief and all relevant information to creatively present you with an original, bespoke concept. With the help of 3D images, plans and layouts, we'll give you a clear visual depiction of your design.

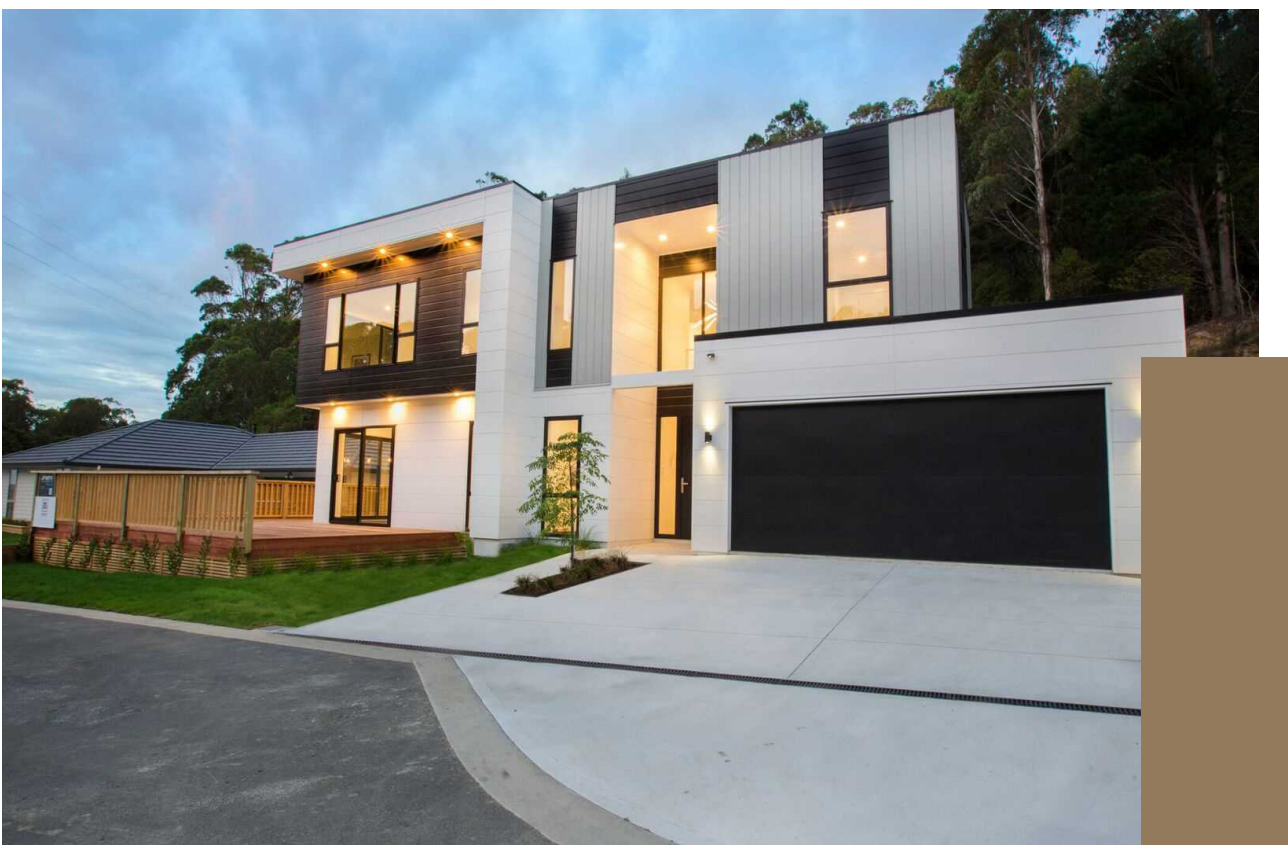
This is where your project comes to life!

You'll be provided with

- a site and set out plan
- existing and demolition plans
- proposed floor plans
- 3D views (renders)
- preliminary material selection
- confirmation of district plan breaches to determine if a resource consent is necessary.







## 05

# Developed Design

After you've spent time reviewing your initial design, we'll meet to talk about any changes you would like to make.

Our fee proposal will allow for either one or two sets of changes to your initial concept design (we refer to these as 'rounds' of changes).

At this stage, we'll provide you with updated 3D images and plans, along with finalised material selections based on the changes we've discussed.

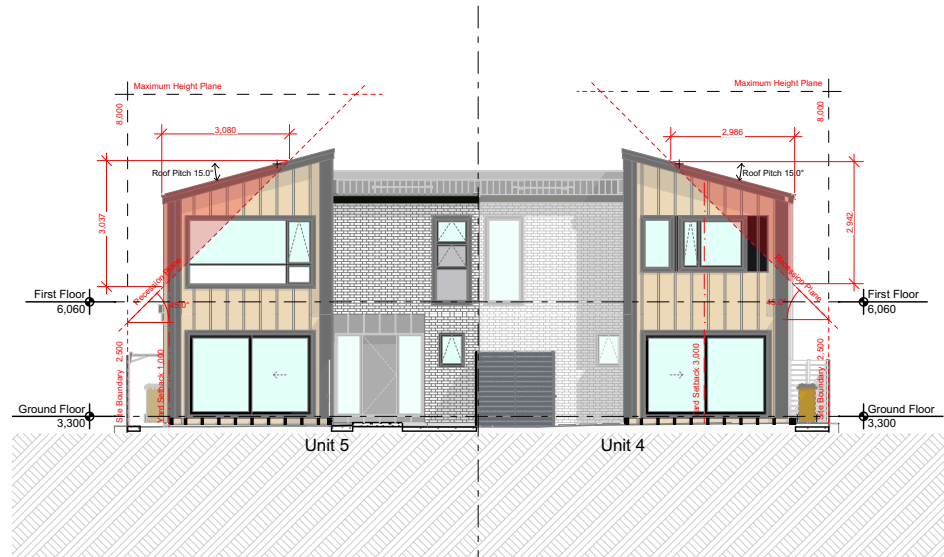
At the end of this stage most of the design decisions have been made and you'll be able to obtain a construction cost estimate from a builder or quantity surveyor. We can provide you with a list of recommended builders that we work with regularly and we can also get some estimated pricing from a quantity surveyor.

“  
Great client service  
with a skilled and  
creative team –  
a business going  
places.

Llew Kemey's – Lower Hutt



# Resource Consent



Any requirement for a resource consent will be identified at our initial meeting or at the concept design stage.

A resource consent is required if the design breaches one or more of the district plan rules your council uses.

Some of the most common breaches are related to the following:

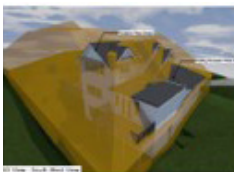
- exceeding site coverage
- recession planes
- building within boundary setback requirements.

We'll produce the plans needed for the resource consent and guide you through the process of obtaining your neighbours' approval if required. Sometimes neighbours need more information to put their concerns to rest. We can provide additional visuals or information if needed (and provide a cost estimate for the additional information).

An 'Assessment of Environmental Effects' (AEE) report is also required to accompany the resource consent application and we will arrange for this to be completed.

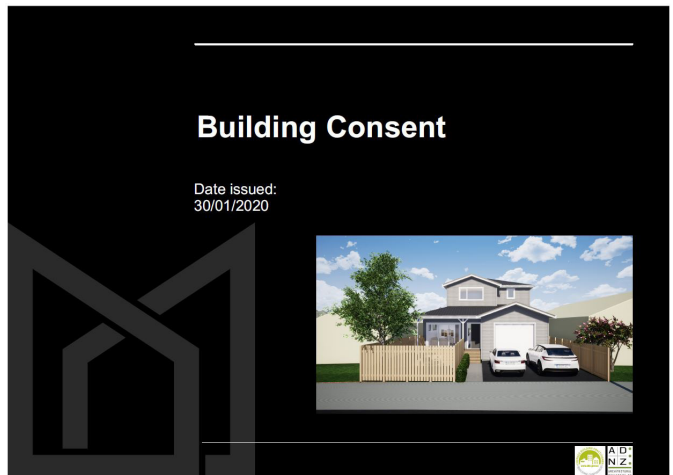
Your design may only require a 'Permitted Boundary Activity' application as opposed to a resource consent. We'll advise you if this is the case. Neighbours' approval will be required for this type of application, but an AEE report is not.

We'll submit either your resource consent or permitted boundary activity application to your council and provide any additional information they may request.



# Building Consent Documentation

Sheet Index		
No.	Rev	Name
000 Notes sheet		
001		Index Page
002		Notes sheet 1
003		Notes sheet 2
100 Plans		
100		Site And Set out Plan
101		Foundation Plan / Floor Framing Plan
102		Floor Framing Plan - Ground Floor
103		Ground Floor Framing 3D Views
104		Floor Plan - Ground Floor
105		Dimension Plan - Ground Floor
106		Roof Framing Plan - Ground Floor
107		First Floor Framing Plan
108		First Floor Framing 3D Views
109		Floor Plan - First Floor
110		Dimension Plan - First Floor
111		Roof Framing Plan
112		Roof Plan
113		Site & Drainage Plan
114		Plumbing & Electrical Plan
115		Plumbing & Electrical plan- First Floor
200 Elevations		
200		Elevations - North & South
201		Elevations - East & West
300 Sections		
300		Section A
301		Section B
302		Section C
303		Section D
400 Joinery Schedule		
400		Exterior Joinery Schedule
401		Exterior Joinery Schedule
402		Interior Joinery Schedule Skylight Schedule
403		Joinery Details
404		Joinery Details 2
500 Construction Details		
500		Construction Details 1
501		Construction Details 2
502		Construction Details 3
503		Construction Details 4
504		Construction Details 5
505		Construction Details 6
506		Construction Details 7
600 MDD Standard Sheets		
600		EI Details
601		CS Gully Slatting
602		Lumberlock Connection Information
603		Lumberlock deck fixing
604		Lumberlock Joist Fixing
605		Lumberlock Stud Penetration
606		Lumberlock Roof Fixing
607		HWC Seismic Restraint Details & G12 Water Supply Info
608		Exposure Zone Fixing Protection & H1 Calculations
700 Truss Manufacturer		
700		Truss 1



We'll provide you with a complete set of building plans, details, calculations, specifications and all relevant product information for review prior to submitting your building consent to the council.

We may require input from a structural engineer for your project. Once the design is finalised, we'll produce the drawings required for our preferred engineer to quote and design from.

We'll engage the engineer on your behalf after you've reviewed the quotes we've obtained.

Depending on the complexity and workload of the engineer, this process can take 4 to 5 weeks from quote acceptance.

Sometimes other consultants may be required to work on your project. Some examples could include a truss designer, geotechnical engineer or fire

engineer. We'll identify the need for these consultants early in the process. Engaging them is much the same as for a structural engineer.

We'll incorporate the designs and information from the consultants into our building consent documentation and submit it to the council once you've approved it.

Once you have a full set of plans you'll also be able to obtain an accurate construction price. Again, we can provide you with a list of recommended builders and obtain detailed pricing from a quantity surveyor.

When you've approved your documentation we'll submit it to your council on your behalf.



## 08

## Working with Council

We'll be the initial point of contact with the council for any questions they may have about the plans. We'll respond to any requests for further information and work with the council to obtain the consent approval on your behalf.

Council take up to 5 working days to vet and accept a consent, 20 working days to process the consent (or longer if additional information is requested) and then up to 5 working days to release the final stamped consent. We recommend allowing up to 6 working weeks for the council to process your consent.

## 09

## Construction Begins!

But that's not where our service ends. We'll work closely with you and your builder during this exciting phase of your project and provide assistance where we can.

We love to get out on site so we'll be in touch to see your project as it progresses.

Your builder will be liaising with your local council to ensure that the appropriate inspections are completed along the way. We'll also assist you with anything further that council may require during the construction phase.

Once your project is complete, you can expect another visit from us, and, with your permission, we'll take some photographs. We also like to meet with you a few months post project completion to check in on how you found the process. Feedback is very important to us so we can use it to grow continuously and improve as a design studio.

# PROJECT SPOTLIGHT

## HOWARD ROAD

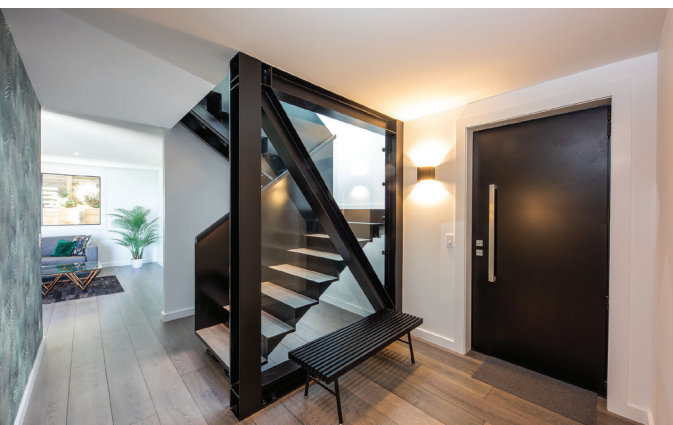
This two-storey, three-bedroom home is situated in the hills of Point Howard. The owner wanted the home to be positioned to maximise privacy and to take advantage of its views. From the ground floor, the custom-built street-and-glass stairs lead to the main living area where the view of Wellington harbour is unobstructed.

We wanted to achieve a modern take on industrial design over a mixture of James Hardie's vertical black stria with cedar accents creates this feel.





*This project won both a gold award and a regional category award at the 2019 House of the Year Master Builders Awards in the New Home \$750,000 – \$1 Million category and was named in the Top 100 for the National awards.*



Want to see more on this and some of our other recently completed projects? Scan here!



The large skylight above the stairway links many of the spaces within the home, and along with custom-built joinery throughout, really reinforces the design aesthetic our client wanted to achieve. A covered outdoor area accessed from the living space and master bedroom and as much glass as possible, has been included in the design to take advantage of the views. On the ground level, guests can enjoy their own bedroom and living space and on the upper level the master bedroom, walk in robe and ensuite are tucked away from the open-plan living area.





## Our Studio and Team

We look forward to welcoming you to our custom-built studio in Alicetown, Lower Hutt. Come in and have a look around. We've incorporated many different materials into our studio design so you can see how they might look at your place.

Our team enjoy working in our high-tech, inspired space to do what they do best – create amazing designs and top-quality documentation.

We've also created some fantastic areas for rest and relaxation.



Want to see more of  
our beautiful studio?  
**SCAN HERE!**







“Great service,  
amazing design  
and very friendly  
team to work with.”

Sheree – Alicetown





# PROJECT SPOTLIGHT

## MURITAI ROAD

Situated on a compact flat site in the beachside suburb of Eastbourne, this is a two-storey, three-bedroom home with a tandem garage and workshop attached. Our clients wanted a comfortable and functional home with spaces that allowed them to relax and enjoy time with their children and grandchildren.

At the heart of the home is a large covered outdoor courtyard that seamlessly integrates with the indoor living areas, ensuring it can be enjoyed all year round. Internally, spaces have been thoughtfully designed so rooms are multifunctional. Key structural elements have been concealed, removing obstructions and further creating a sense of open space.







A feature block wall runs through the dining and living space, creating a contrast with warm hardwood floors. This also pulls in textural elements from the exterior, reinforcing the connection to interior spaces.

The location of the bedroom and bathroom on the ground floor allows guests and visitors to comfortably enjoy their own space within the house.

A central, multipurpose space on the upper level is used either as a second lounge, an additional bedroom for the grandchildren or a hobby room.

Want to see more  
on this and some of  
our other recently  
completed projects?  
Scan here!





# Building a Warmer, Drier and Healthier Home WITH HOMESTAR

We have qualified Homestar Accredited practitioners on our team to provide options to build your new home to a minimum of a 6-star Homestar rating, as part of the Homestar framework.

## What puts a Homestar home ahead of the rest?

An independent Homestar rating proves a house has been well designed and built, and has better thermal performance than most Kiwi homes.

For more information visit

[nzgbc.org.nz/homestar](http://nzgbc.org.nz/homestar)





## A warmer, drier, healthier home.

A high rating Homestar home has a well-insulated thermal envelope, so your home will be warm in winter and cool in summer

Smart design means it will be responsive to the site and meet your needs as occupants of your home.

A new home built to the Building Code would fall well below a 6 Homestar rated home.

## The rest is your choice.

Once the basics are done well, there are many different ways to improve a home's sustainability. This diagram is a guide.

**For full details, visit [nzgbc.org.nz/homestar](http://nzgbc.org.nz/homestar)**



## What is Homestar?

Homestar has been developed for residential homes by the New Zealand Green Building Council and is a comprehensive, independent national rating tool that measures the health, warmth and efficiency of New Zealand houses. A home is rated on a scale from 6 to 10 and is based on successful international rating tools that have been adapted for New Zealand's specific conditions. It can be used on any residential building, from stand-alone homes to multi-unit dwellings.

## What are the benefits of a Homestar home?

By working to Homestar's minimum standards for insulation, ventilation and moisture extraction a 6-star rating or higher provides assurance that a house will be better quality – warmer, drier, healthier and cost less to run – than a typical new house built to building code.

Broadly speaking, a 6-star Homestar home will be 38% more energy efficient than a home built to the building code and adds just 1.5% to the construction price of a typical three-bedroom house – or nothing at all if the house is slightly smaller than today's larger homes.

Over seven years (the expected home ownership period), a 6-star Homestar home would expect to achieve annual savings on energy and water bills of \$573-\$729 per year.

If you are looking to create a warmer, healthier and drier home with your project talk to us about how Homestar could work for you!



# PROJECT SPOTLIGHT

## WESLEY RESIDENCES

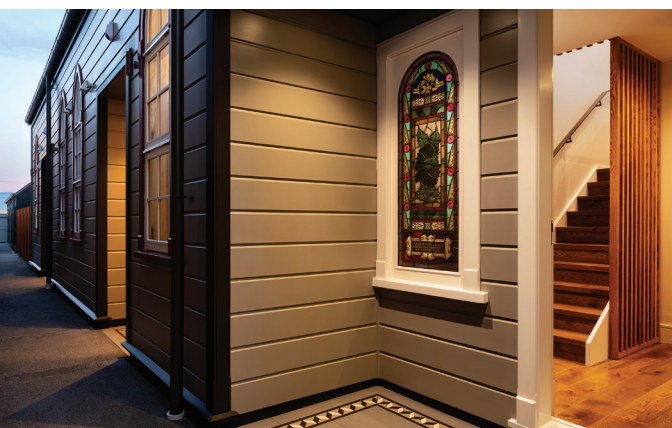
Built in 1883, the Wesley Church is situated in the heart of the busy seaside suburb of Petone, in Lower Hutt. The building fell into disuse in 2013 when it was declared an earthquake risk. Our client purchased it a few years ago with hopes that it could once again become a source of pride within the community. Restored colonial villas in the Auckland suburb of Ponsonby inspired the building's transformation into three luxury two-storey residences.

The exterior of the building has been completely restored to its original form. The structure had to be rebuilt from the ground up as the only salvageable materials were the roof trusses and some ceiling panelling. We worked closely with Heritage New Zealand when designing the extension to the building to accommodate the third apartment.





*Each residence contains three bedrooms, two bathrooms, an open-plan living, kitchen and dining area and a single garage.*



Our design needed to represent the original church, with a clear distinction between old and new now evident in the rear residence.

The front façade was restored based on historical records and photos. Timber features have been used throughout, creating a sense of grandeur commonly associated with traditional churches.

The original leadlight windows were moved from the eastern end of the building and are features in each apartment. All other windows were custom made in double glazing to replicate the originals.

Each residence has a point of difference. The front apartment retains much of the character of the old church. The middle apartment has a large void created over the entrance to give the impression of space and allow light to filter down to the ground floor. The rear apartment utilises the outdoor courtyard to connect with the living, kitchen and dining space. While the exterior of this apartment has a modern design, the interior continues the same roofline as the original church, making for a seamless transition.

Limitations when working within the existing church envelope and district plan requirements meant that outdoor living spaces had to be cleverly created and carefully placed, as did the automated skylights incorporated to let in extra light.



“  
Slick and professional  
communication  
and systems used –  
everything down to  
paying the bill was  
simple!

Steven & Sarah – Kelson



# QUESTIONS

WE'VE GOT THEM COVERED HERE!

## When will my project start?

We'll let you know when we're able to make a start on your project in our proposal. This is commonly referred to as 'lead time'. If, for example, your lead time is 3 weeks, we'll make contact with you in about 2 weeks' time to arrange your measure up or site visit.

## How do the fees work?

We'll outline our fees in the 'Services and Pricing' section, followed by our 'Payment Terms'.

Once you've accepted our proposal, each stage is billed to you as 50% deposit and 50% upon completion. This will depend on what is required and how far you choose to go with your project. For example:

- If you choose to start with just a concept design, we'll send you a deposit invoice for 50% of the pre-design and concept design stages when you accept the quote. Once this stage is completed an invoice for the remaining 50% will be sent.
- If you decide to go ahead with the pre-design, concept design and the developed design stages, we'll send you a deposit invoice for 50% when you accept the quote and an invoice for the remaining 50% when these stages are completed.
- If your project is small we'll send you a deposit invoice for 50% of the full quote when you accept the quote and an invoice for the remaining 50% when the project is completed (submitted to council).

**If you have any questions or concerns with how our fees work, please give us a call.**

## What fees are not included in the proposal?

Consultants and third-party fees (for example engineers' fees), council fees and any additional design and documentation work are not included in the proposal. Time beyond what we have estimated is also not included. This could be for things like an extra developed design or providing additional information to your neighbours for resource consent.

## Can I start with just a concept design?

Yes. We are more than happy to complete your project in stages so can just start with a concept design if you wish.

## Who will be taking care of my project?

One of our talented designers will see your project through from beginning to end. This means you'll have one point of contact throughout. We have excellent internal processes in place to deliver your project – our director and technical manager oversee our projects to ensure that quality and details are not compromised.

## Do I have an opportunity to talk about my project before it starts?

Yes! Your designer will talk to you in detail about your project and what you'd like to achieve when we come to complete your measure up or site visit.

Sometimes we'll also contact you as we are progressing with your design to check we are on the right track.

## Can you design something that fits my construction budget?

We ask about your construction budget when we first see you to discuss your project. We do our best to provide you with a design that's in line with your budget, but costs can vary between builders and may change as the project progresses. We'll help you manage any changes as and when they arise.

We can also facilitate the use of a quantity surveyor at any stage of your project to provide construction estimates.

## How many changes can I make to my design?

As many as you like! Our proposal allows for either one or two rounds (sets) of changes, and we recommend you make all your changes as part of these rounds. However, if you'd like to make further changes, we'll estimate how long this will take and what the likely cost will be.

## Who obtains quotes from surveyors, engineers and other consultants?

If your project requires a specialist consultant we'll obtain quotes on your behalf and present these to you along with our recommendation for your project. For example, this could be a site surveyor, structural engineer, geotechnical or fire engineer.

## When can I get a quote from my builder?

Once your design has been finalised (at the developed design stage), you can begin to obtain an estimate from builders or from a quantity surveyor. We can provide you with a list of builders we'd recommend and/or facilitate a quote from a quantity surveyor for you to obtain some pricing estimates. A more accurate price for your project can be obtained once your building consent documentation is complete.

## What about things like kitchen design, bathroom and electrical fittings?

Indicative possible layouts for bathrooms and kitchens are provided in our designs and documentation. You can work with your plumber, electrician or interior designer to select final fittings that suit your personal taste.

We have a lighting consultant we can recommend, and we'd be happy to provide you with a kitchen design, along with quotes for manufacture and installation. We'll provide you with a quote for this service in a fee proposal.

## How long will the council take to approve my consent?

Council are required to process consents within 20 working days. This time frame stops when a 'request for further information' is made and starts again when we respond to this on your behalf. An additional 1 to 2 weeks should also be allowed for vetting and accepting the application and then sending out the final documentation once approved.

## What is an RFI?

As council are processing your consent, it's common for them to send through a 'request for further information' (or RFI). We place priority on getting RFIs answered for you so that council can continue processing your application. Sometimes we may also need to go back to consultants or third parties to provide additional information, which can take a little longer.

## Who pays consultants and council fees?

Council provide us with an initial estimate to process your consent when they receive your application. However, we always advise clients that additional fees may be charged as sometimes it may take longer to process the consent than estimated.

We pay these fees on your behalf and send you an invoice for these costs. For consultants' fees (i.e. engineers) we add a small administration fee to cover the cost of the time it takes us to brief the consultants and coordinate the quotes.

A 50% deposit is required for consultants' fees, with the balance to be paid when their work is complete.

## What happens once my consent is approved?

You can move on to the construction phase of your project. You and/or your builder are welcome to contact us during construction if you have any queries.





417 Cuba Street, Alicetown | Lower Hutt, Wellington 5010  
04 566 5002  
**mooredesign.nz**