



**JOHN LOW**  
**ARCHITECT PTY. LTD.**

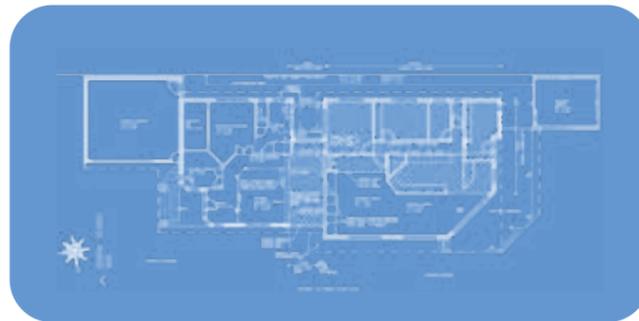
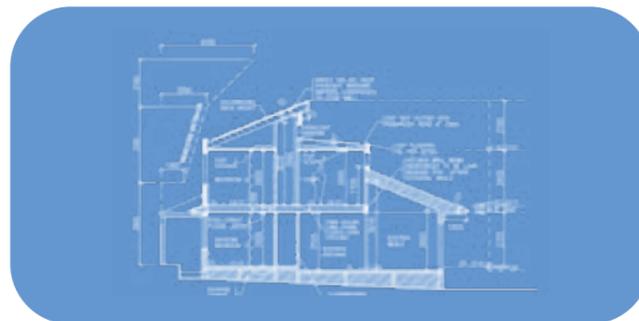
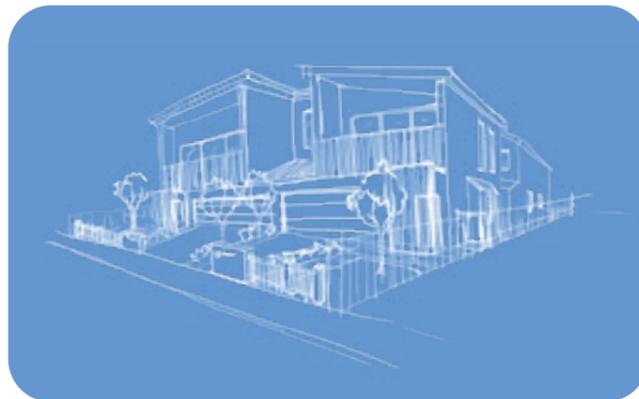
**Services Brochure**

**What does our architecture company do?**

As a registered architecture practice, we can act as your primary consultant to help bring your building to life. We specialise in boutique homes, so you can afford to customise the design to your liking. At each step we ensure it is to your satisfaction and to the highest standards.

We provide the architectural documentation, but we also coordinate other consultant documentations, so you don't have to. We act as your agent in tendering and negotiating with the successful tenders. During construction, we continue helping you as the contract administrator.

We believe that good architecture requires close attention at all stages. Therefore, as your primary consultant, we strive to ensure only the highest quality of performance for all of our designs.



Link to our website



**John Low raia. | reg. Arch, MArch, BArch  
Director**

John played Lego from 3 years old, and when Dad directed him toward the "Big 4" of Doctor, Lawyer, Accountant or Architect, he chose the occupation that would allow his wacky designs come to life. He never wavered from his professional goal since then, but he's had to... lego some of the eccentric designs. He now operates as a registered architect to help people avoid bad buildings and appreciate good architecture.



**Lily Ly | MArch, BArch  
Graduate of Architecture**

Lily is a Vietnamese-Australian architectural graduate with experience across retail, residential, industrial, hospitality and healthcare sectors, having trained in Ho Chi Minh city and Melbourne. Graduating from The University of Melbourne with a Masters of Architecture, Lily joins John Low's team in 2021. She is interested in gaming in the future of architecture. Outside the studio, Lily loves comics, manga-anime-cosplay, games, travel, books and movies.



**Gareth Price | MArch, BVAD  
Graduate of Architecture**

Gareth is an architectural graduate who grew up in the Northern suburbs of Melbourne. He is a talented multidisciplinary designer with a background in graphic design, digital fabrication, furniture design, and architecture. In 2013, he received the Bachelor of Visual Arts and Design degree from ACU and later went on to complete the Master of Architecture Degree at the University of Melbourne in 2019. His architectural studies took him to Sri Lanka and China for design studio collaborations with students from the University of Moratuwa and Tongji University. He also completed a semester of exchange at the Technical University of Delft in the Netherlands in 2017. He strongly believes foreign approaches in sustainable design are highly relevant for encouraging innovation in the Australian architectural industry.

Our clients range from the general public to developers who seek quality architectural design at every stage of their project. This map will help you navigate this booklet and learn more about what services will best suit your needs.

John Low Architect Pty. Ltd. offers full architectural services from concept design through to building documentation. Beyond the scope of many other architectural firms, we also provide unique services for different needs, namely "Spec-Easy" and "Designed and Ready."

Details about all of our available services are outlined below.

**IF YOU ARE:**

**THEN YOU NEED:**

GENERAL PUBLIC:

DEVELOPER:

Someone who has found a **property they want to purchase** and needs a building report, potentially needing architectural design services.



**PRE-PURCHASE PROPERTY ASSESSMENT**

A building defects report on an existing property.  
→ Page 6

A home owner concerned about **problems at their existing** property.



**ARCHITECT'S ADVICE**

An investigation of the issue and a written report outlining recommendations.  
→ Page 7

A **property owner** who desires a unique customisable design to be taken from **A to Z**.



**FULL ARCHITECTURAL SERVICES**

Full range of architectural services from concept design through to physical completion of your project.  
→ Page 8

Someone who has an architectural project that is lacking trusted **specifications** including fixings, palettes, finishes etc.



**SPEC-EASY**

Architectural specification nominations approved and used throughout our projects.  
→ Page 10

A developer with **multiple sites** and willing to implement similar designs across them for time and cost benefits.



**DESIGNED AND READY**

A selection of high quality and high performance pre-designed architecture.  
→ Page 11



ARCHITECTS ADVISORY SERVICE  
1300 13 45 13

### Pre-Purchase Property Assessment

This is ideal for clients who would like a building defects report on a property they would like to purchase.

We conduct a non-invasive visual assessment to identify serious and structural defects, and provide recommendations for rectification. This is done through the esteemed Archicentre Australia, an Architect's Advisory Service for the general public, and we are proud to provide as one of their Service Architects. The service includes a site visit, concluding with an immediate verbal report followed by a written report. We highly recommend the Property & Timber Pest Package, as we work well with our pest inspectors to deliver you the best understanding of your building's health.

With Archicentre Australia, you can buy a house with confidence knowing that we offer over 30 years' experience and a comprehensive 200-point checklist. Our pre-purchase or post-purchase property assessments and timber pest inspections help take the uncertainty out of home-buying.

For more information:

<https://www.archicentreaustralia.com.au/property-assessments/residential-property-assessments/>



#### FAQ

***If I am looking to purchase land only, is this service still relevant?***

→ This is a building assessment, where we assess defects relative to its site. This is also appropriate for off-the plan, provided that the building has been built and ready for handover. A Feasibility study may be more appropriate if the site has no building.

***How can I book a Property assessment?***

→ You may email us with your details and site address, after which we provide a quotation. Upon acceptance, we make the booking for you during which you will have to pay for the service in full. Alternatively you can call Archicentre Australia at 1300 13 45 13.



ARCHITECTS ADVISORY SERVICE  
1300 13 45 13

### Architect's Advice

This is ideal for established property owners and home owners who are concerned about problems at their property (e.g. cracking, dampness, leaks, drainage, subsidence).

An Architect's Advice Report service will include a site meeting with your architect to discuss concerns, an investigation of the issue and the preparation of a written report outlining recommendations, all for a fixed fee. This is done through the esteemed Archicentre Australia, the Architect Advisory Service for the general public, and we are proud to be one of their Service Architects. Note that some defects may require further invasive testing or referral to specialist consultants.

If you are building or renovating your property – including a home – and a dispute arises with your builder that degenerates into a 'your word versus theirs' dispute – the smartest course of action is to get an independent expert to assess and guide you. Archicentre Australia can help you – even before the process might lead you to seek Building Dispute Expert Advice.

For more information:

<https://www.archicentreaustralia.com.au/property-advice/residential-architects-advice/>



#### FAQ

***Am I required to own the property?***

→ Yes, you will need to be in the capacity to authorise our access.

***Is this to create a defect list for a final inspection?***

→ No. Depending on the contract, that may responsibility may lie on the principal. This service is relevant in investigating further for known defects.

***How can I book an Architect's Advice Report?***

→ You may email us with your details and site address, after which we provide a quotation. Upon acceptance, we make the booking for you during which you will have to pay for the service in full. Alternatively you can call Archicentre Australia at 1300 13 45 13.



## Full Architectural Services

A full architectural service engagement is a trusting relationship between the architect and the client: to develop design, drawings and agency for your building project from start to finish. Our process is collaborative and as your primary consultant throughout the project we are in the best position to bring your design to fruition.

We specialise in **Residential buildings** - from **new builds** to **humble renovations**. We believe that our engagement as your primary consultant throughout the project places us in the best position to deliver your project and manage associated risks.

There are many benefits of engaging us including:

- Personal professional engagement and advice.
- Unique custom design, tailored to your needs.
- Consultant referral and coordination.
- Communication with relevant the bodies and contractors.
- Independant and fair administration in a daunting industry.

Further information about our design process can be found in our Full Architectural Services Guide:

- Pre-Design Phase
- Concept Design
- Design Development
- Personal professional engagement and advice
- Town Planning Application
- Contract Documentation
- Building Permit Application
- Contractor Selection
- Contract Administration

We encourage you to download and see our guide at:  
<https://www.johnlowarchitect.com/architectural-consultant>



## FAQ

### **How does the design process work?**

→ A building procurement process is complex, involving many stages. We have developed a step by step booklet in our Full Services Guide outlining the different phases for you to follow.

### **Do you remain involved during the construction process?**

→ Under our standard Client Architect Agreement, we continue helping you as the contract administrator during the construction process. As we believe that being engaged throughout is most beneficial for project delivery, our preference is to be engaged including up to contract administration.

### **What if I require only drawings or design?**

→ As we believe that being engaged throughout is most beneficial for project delivery, our preference is to be engaged including up to contract administration. If your requirements require drawings only, our full service may not be right for you.

### **What if I require consultancy, no drawings or design?**

→ Architect's advice can be beneficial as a one-off engagement. To nominate us as primary consultant will require engagement under full services. You can also have a look at our Spec-Easy range if you want nominated specifications that our architecture firm uses. We do not get involved in project takeovers or existing projects where we have not been involved from the start.

### **When are you able to start your design process?**

→ As part of our professional indemnity, we require the Client Architect Agreement signed before any work on our part can start. This is for the benefit of everyone, to manage expectations and delivery. If there are any areas you are still unsure of, we recommend contacting us to clarify so that you can be at ease about engaging us.

### **Do your drawings include 3D visualisations?**

→ Our documentation often includes 3D views to help you and everyone involved understand the design. However if you require marketing material which is further developed, we will be happy to help for an additional fee.

### **How much time will my project take?**

→ We include a draft program in the email to help you estimate a time frame for your project.

### **What consultants or builders would you recommend for my project?**

→ We are happy to provide our network of consultants or builders as necessary provided we are engaged as your primary consultant.

### **Who will be designing my project? Who will be my everyday contact?**

→ As your friendly local boutique architecture firm, we designate an architect to see each project personally to procurement from start to finish. We will be happy to arrange a meeting if you wish to know more about our process.

Further detailed information can be found in our Full Architectural Services Guide.

<https://www.johnlowarchitect.com/architectural-consultant>



### Spec-Easy

Spec-Easy is a list of nominated materials/manufacturers for your contractor/specifier/project manager to fill their specification document, so that you can be assured you are using quality nominated materials that architects specify on their projects. For each product we include technical manuals and certificates for your permit/contractors. We also include applicable discount codes for you to use our nominated materials.

This service is available for **homeowners, builders, architects** and even **overseas property developers** at various budgets. We offer products at both standard and premium levels. Our Full Architectural Services include maximal customisation.

This product does not include any level of architectural engagement, nor does it include any responsibility for its use. Certain items are only included in our expanded product. If you do not need to use all of these, simply leave them out of your specification.

### FAQ

**Definition - What is a Specification document?**

→ A detailed description of the dimensions, construction, workmanship, materials etc., of work done or to be done on a project, prepared by an architect, engineer or designer, often referred to as specifiers.

**Does this include a specification document?**

→ No. If you require documentation procurement, we recommend engaging us for our full Architectural services.

**Can I use the spec list for my other projects?**

→ We require you to provide your project site details for purchase. This is so we can keep you updated with the latest information, and material discounts. Kindly contact us if you require a bulk arrangement. The specifier/documenter will ultimately be liable for its use.

**How much are the products you nominate?**

→ We do not include the prices of the products that we nominate due to ever-changing rates. However we include an exclusive discount code that you can use.

For more information:

<https://www.johnlowarchitect.com/spec-easy>



### Designed and Ready

Designed and Ready is an economically efficient business model of engaging our architectural services for a faster turn around to architecturally designed houses on multiple lots.

We are proud to deliver thoughtful and quality designs that last, even if they are to be replicated. We offer “Designed and Ready” architectural design concepts that can be built on most sites. We will provide documentation and will be your consultant for the project, but on the basis that there will be minimal refinement of the concept design. These “Off-the-rack” building designs represent our commitment to providing top-quality, high-performing buildings that can be rolled out across multiple sites without the lengthy timelines associated with full architectural services.

Compared to the normal architectural design process,

**Typical Architectural Service (Concept Design Stage)**



See how you can benefit from having a head start on design and documentation using our streamlined process from having prepared earlier:

**Designed and Ready starts at agreed design**



We have created this service with developers in mind based on our experience working with them. You will find that we will deliver it much quicker and for less cost than individually designed from scratch.

For more information:

<https://www.johnlowarchitect.com/designedandready>



### FAQs

#### **Why use an architect?**

The Architecture profession is a highly esteemed regulated body. An architect in Victoria must meet the requirements as per the Victorian Architect's Act - quantifying their ability and performance as reasonably as can be expected of a professional architect. An architectural person or firm in Australia must have current professional indemnity insurance to operate.

For Architect's Act:

<https://www.legislation.vic.gov.au/in-force/acts/architects-act-1991/046>

#### **What does your architecture company do?**

As a registered architecture practice, we can act as your primary consultant to help you bring your building to life. We specialise in boutique homes, so you can afford to customise the design to your liking. Each step we ensure it is to your satisfaction and to the highest standards. We provide the architectural documentation, but we also coordinate the other consultant documentations, so you don't have to. We act as your agent in tendering and negotiating with the successful tenders. During construction, we continue helping you as the contract administrator.

#### **What if I only want consultancy for my own property? No drawings or design?**

A Property Assessment, or a specific Architect's Advice report can be beneficial as a once-off engagement. To nominate us as primary consultant will require engagement under full services. We believe that allows us to best manage the risks associated with building. You may refer to our Spec-Easy range if you simply want nominated specifications that our architecture firm uses.

#### **What about if I only want drawings or design? Not Full Service?**

As we believe that being engaged throughout is most beneficial for project delivery, our preference is to be engaged including up to contract administration. We offer exceptions for clients with construction teams and multiple sites. If you simply require drawings, our services may not be right for you at this point.

#### **Difference between the Planning Permit and Building Permit?**

A planning permit is an allowance from council for developments changing the property, most often due to densifying. A planning permit is not a building permit. Building permits relate to the method of construction of a building or development. You may need to obtain both a building permit and a planning permit.

#### **How does the design process work?**

Please contact us for our Full Architectural Services booklet. We are happy to walk you through our process after providing us with your project brief.

#### **How do you charge your Architectural fees?**

There are three traditional ways Architectural Full Services are modelled:

**Percentage fee** - Traditional architecture practice. Clients don't like it relating to the budget because if it becomes more expensive, then they go out of budget. It discourages exploring options.

**Lump sum fee** - Preferred method for banks. However it bears a lot of risk on the designer, and if it is under quoted, can strain the end result. Discourages the designer if time is not managed well.

**Hourly rate** - Is relative to how much time is spent on the project. The client is liable to only pay for time that has been required to deliver the project. It encourages the client, and it encourages the designer for the time spent. It requires a trust in time management, but for entrusting your budget to the architect, this would be basic necessity.

#### **What is and isn't included in your fees?**

Every project is different. As part of our enquiry, we build a brief summary, and package to you a tailored quotation. Kindly note our fees do not include other consultant fees (ie. engineering, landscaping), nor permit fees.

For engagement of Full services, our Client Architect Agreement details out what is typically involved in our scope of work as your primary consultant.

Our fees do not include sub-consultant fees, as we recommend you engaging them as secondary consultants. We forward their invoices to you for payment, but we maintain coordination. Otherwise if we were to pay their fees for you, we will need to charge a margin on top for risk (and nobody wants to pay more than they need).

We also do not include payments for permits and associated fees. Finally, we do not include the build and materials fee, as that will be negotiated through the tender. For a full list of exclusions, please see our Client Architect Agreement.

#### **What if the service I'm looking for is not here?**

This brochure is intended to direct you to the right source of information so you can engage us for the appropriate service, or understand which product to enquire about. We are actively challenging ourselves to hear our customers, and if there is a type of service that is in demand we are happy to receive feedback and possibly include it in our repertoire.

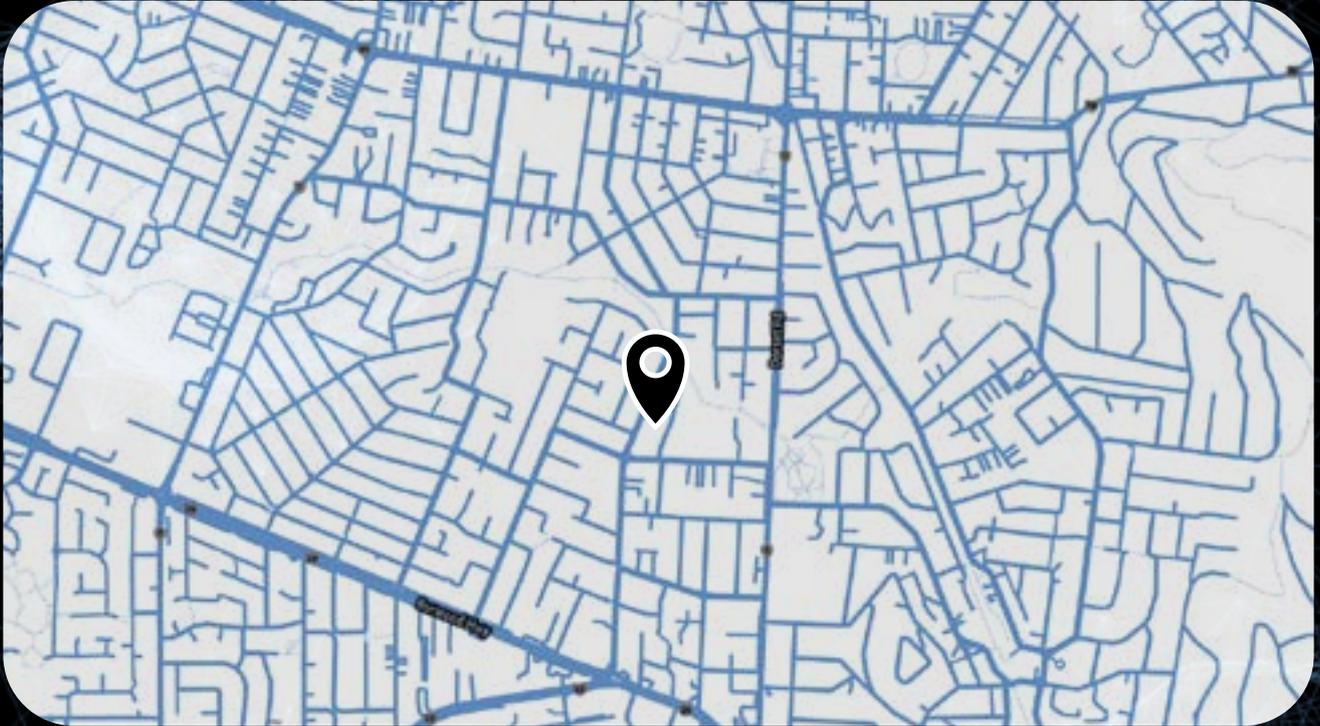


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ARCHITECTS ADVISORY SERVICE  
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**ARCHIT**TEAM  
member



Member  
Australian  
Institute of  
Architects