

## What to expect when purchasing a Flatpack Material Supply Package from Footprint Homes NZ

This guide has been put together to give you peace of mind, ensuring you know what to expect at every stage of the journey.

At Footprint Homes, our motto is simple: keep it straightforward, cost-effective, and solution focused. We are dedicated to working for you, providing solutions that fit your site, needs, and budget.

We're excited to offer a range of options to our clients, designed to make the process as smooth and stress-free as possible.

**Footprint Homes offers a variety of options to support your project. Explore the services we provide below.**

- Flatpack Material Kitset Packages are available to both Lockable Shell and Complete Kitsets, both options are complete with Full Working Drawings
- Site Assessment and Feasibility Report so you can rest assured knowing potential costs from the outset, referring to our offer of service for what this entails
- Flatpack Material Kitset Supply for your own builder to construct
- Flatpack Material Kitset Supply built by one of our Construction Partners on your site
- Flatpack Material Kitset Supply built by one of our Construction Partners on our yard and transported to site

### Exclusions from our FHL Material Flatpack Supply

- Designer Fees for on-site Full Working Drawings
- Building Consent or any Resource Consent Fees – these are payable direct to your local council
- Geotech Engineering Report
- Topographical Engineering Report
- Foundation Engineering if site does not meet NZ3604 Good Ground
- Foundations – FHL material package inclusive of bearers up. Foundations to be determined upon Site Assessment and/or Site Engineering, talk to us about your options for site foundations

These items are not included in our standard material supply; however, we have a trusted network of contractors and engineers who can provide the necessary information. Our approach ensures these products remain accessible while keeping costs manageable and minimizing the need for extra coordination.

For any selected suppliers or contractors, we will request a Short Form Agreement to provide cost estimates directly to you, the client.

## OPTIONS AVAILABLE

### Site Assessment and Feasibility Report

**\$ 1,500.00**

This stage is crucial to your project, as it identifies potential red flags early on and highlights any issues that require your attention. By addressing these concerns upfront, you can mitigate risks and avoid unexpected challenges later in the process.

For this service allow 5/10 working days turnaround time depending on the site and any restrictions that may be uncovered.

Refer to our offer of service for this assessment and report, your Sales Partner can provide this information to you.

# FHL Step by Step Process

**Flatpack Material Kitset Supply for your own builder to construct** - All Materials (bearers up) for your selected plan and any additional items from our upgrades list are freighted to your nominated site in line with the delivery dates provided by your Builder, complete with Full Working Drawings. Once site specific information has been obtained, we can determine requirements for foundations and these along with site specific requirements can be included in your Full Working Drawings, refer to the Offer of Service for Full Working Drawings and On site Building Consent Application.

**Flatpack Material Kitset Supply built by one of our Construction Partners on your Site (where available)** - All Materials (bearers up) for your selected plan and any additional items from our upgrades list are freighted to your nominated site in line with the delivery dates provided by recommended Construction Partner complete with Full Working Drawings. Once site specific information has been obtained, we can determine requirements for foundations and these along with site specific requirements can be included in your Full Working Drawings at an additional cost, refer to the Offer of Service for Full Working Drawings and On site Building Consent Application. We will also provide you with a Construction Agreement on behalf of the Construction Partner which includes all subcontractors required for construction of your project.

**Flatpack Material Kitset Supply built by one of our Construction Partners ex our yard and transported to site** - All Materials (bearers up) for your selected plan and any additional items from our upgrades list are freighted to our yard in line with the delivery dates provided by Construction Partner complete with Full Working Drawings. Once site specific information has been obtained, we can determine requirements for foundations and these along with site specific requirements can be included in your Full Working Drawings, refer to the Offer of Service for Full Working Drawings and On site Building Consent Application. The Construction Partner will provide you with a Construction Agreement inclusive of all subcontractors required for construction of your project. You will need to engage a builder to install the foundations required and siting of the house once transported to site and any other site services or connections required, we may be able to assist with this if we have a Construction Partner in your area.

## STAGES

### 1) Initial Enquiry to FHL

You will have a dedicated Sales Partner to guide you through this process, they will discuss with you our available plan range and engage our FHL Support team to assist you when it's time to confirm material selections and additional options available to suit your confirmed budget.

### 2) Site Assessment and Feasibility Report

Complete the short form agreement to engage the designer for this service and make the required payment. Your Sales Partner can assist with the completion of this online form, if needed.

#### To commence the above we require the following information;

- Confirmed plan and any modifications required
- Site address - this will be checked against your local District Plan requirements
- Any site information you may already have on hand

Upon receiving this information, your Sales Partner will work closely with you to discuss what is now required and offer assistance via our network to resolve any site issues.

In order for FHL to provide you with an Estimate it is best to have the above completed so we are able to consider any items that may need to be included as a result of the findings.

If the above information is received and you are ready to request a Flatpack Material Supply Estimate, your Sales Partner will engage the FHL Support Team who will contact you to make time to confirm all FHL Flatpack Supply Materials, additional upgrades and colours via our online Customer Selection Form and send this to the Pricing Team to prepare.

If there are any amendments to the standard concepts that are required to enable FHL to finalise estimate pricing these may incur a small alteration fee payable prior to requesting these amendments at \$165.00 inc GST per hour, talk to your Sales Partner to confirm what modifications may require an additional charge.

Once you have received the Estimate and ready to accept, your Sales Partner will advise us and we will then send a copy of the Estimate, Concepts, Kitchen Plan and confirmed materials/upgrades/colours via DocuSign for your approval. Once FHL receives the signed copy you can then make payment of the deposit as outlined in your Estimate Terms of Payment. This Deposit will lock in your pricing for a fixed term of 3 months and secure a place in the construction schedule.

If you have chosen to engage one of our Construction Partners for the build, you will also be presented with a Construction Partner Agreement at this point also for consideration.

Upon receiving payment of the deposit, the Architect will be engaged to prepare your next invoice to commence Full Working Drawings and Building Consent Application. To finalise the Full Working Drawings, we require a current Site Specific Geotech Report, and any other required engineering as outlined in the Site Assessment Report.

Once the Full Working Drawings have been lodged with council, the Architect will notify FHL when any RFI's have been received, (RFI = Request for Further Information) they will then obtain/provide/confirm all requirements to address the RFI and send back to council. At this point FHL will consider what has been required for the RFI and if there will be any amendments to the Material Supply Agreement and Construction Partner Agreement, these amendments will be communicated with you and confirmed in the final quotation.

Your Sales Partner will present the FHL Flatpack Material Quotation, along with the Construction Partner Agreement for via DocuSign for your approval and sign off.

## **Variations**

There are to be no variations after the FHL Material Flatpack deposit has been received other than addressing RFI's, and FWD have commenced that effect the structural details.

If you request any minor variations to the material supply once FWD has commenced this could generate the need for amended working drawings and further admin. The fees are as follows ;

- Minimum admin fee of \$500.00 GST inc. per variation request made, payable in advance of preparation
- Designer Amendment fees – TBC based on work required
- Additional Material Costs and Construction Partner costs

## **3) Building Consent – upon receiving RFI during consent process**

During the Building Consent stage, at the time the Architect receives notifications for any RFIs, this generally indicates you should receive Building Consent approval in 10-15 working days (2-3 weeks) following.

Once the council confirms Building Consent has been approved, council will send you an invoice for payment of the Consent Fees in the property owners name, this is payable directly to the council. Once the payment has been approved by the council, they will issue the set of stamped Working Drawings back to the Architect.

Once FHL have been issued with the stamped Working Drawings from the Architect, we will then require payment for the balance of the Flatpack Material costs. As soon as this payment has been received, FHL will confirm construction dates with the builder and issue purchase orders to the suppliers, and a copy of the orders to the Construction Partner.

## 4) Construction

For the duration of the construction FHL will liaise directly with the Construction Partner and suppliers throughout the project ensuring that materials are delivered to the site as per orders and project schedule. The Construction Partner will arrange all Council Inspections directly at timeframes/milestones indicated by the Building Consent Documentation issued.

The Construction Partner will provide regular photos of works carried out at certain stages of the project to FHL. FHL will also keep in regular weekly contact with you to provide any updates.

**If building on our yard**, upon the completion of your home and before the transportation to your site, FHL will carry out a Quality Check with the Construction Partner where possible will arrange with you a time for a walk through to ensure all work has been carried out and completed satisfactorily by all parties, at this time if there is anything you are unhappy about and wish to be rectified you can discuss this at this time and make arrangements with the Construction Partner to have these items completed. Pre-Transport to site the Construction Partner will arrange the CCC and ensure the dwelling is prepared for transportation to site.

**If building on your site**, upon the completion of your home, FHL will carry out a Quality Check with the Construction Partner, they will arrange with you a time for a walk through to ensure all work has been carried out and completed satisfactorily by all parties, at this time if there is anything you are unhappy about and wish to be rectified you can discuss this at this time and make arrangements with the Construction Partner to have these items completed. Upon all items being rectified and all parties agree completion is now satisfactory the Construction Partner will book in for the final Code of Compliance check.

## 5) Site Foundations and additional Site Works

Foundations will need to be completed prior to delivering your home, if you have engaged Wildboar to supply and install your foundations your Sales Partner will discuss this process with you and FHL and the installer will coordinate the install prior to your home being transported. If you have chosen traditional timber pile foundations, FHL will liaise with you or the builder undertaking the installation for coordination of transport dates and what it required.

### Indicated TIME FRAME for the above processes.

- 5/10 working days to complete the Site Assessment and Feasibility Report once payment has been made
- 3 working days to receive the initial FHL Material Estimate and Construction Partner Agreement (based on a standard plan only, no amendments)
- 3 weeks to receive FWD Stage 1 (Yard Build) and lodge Building Consent Application
- Additional 2 weeks to receive FWD Stage 2 (on site) including all site-specific related details and Completed BC Application/s ready to be lodged, provided no delay in obtaining engineering or additional Site Reports
- 4 to 6 weeks for the **YARD BUILD BC** to be issued from the date the application is lodged pending any RFIs
- Further 4 to 6 weeks for the **ON-SITE BC** to be issued from the date the application is lodged and upon receiving **YARD BUILD BC** approval and pending any RFIs
- 20 working days to arrange material supplies and delivery to yard/on site (based on supplier lead times from receiving purchase orders) from receiving consented drawings
- 6 to 12 weeks construction time for a 15 – 50m<sup>2</sup> home prior to delivery to site
- 12 to 16 weeks construction time for a 50 - 104m<sup>2</sup> home prior to delivery to site
- 2/3 weeks to complete the site work in preparation for delivery, deliver home to site, fix to foundations, install any landings and decks
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**NOTE:** If Footprint Homes is involved in the construction of your project and the design includes a bathroom and/or toilet, a building consent and Code Compliance Certificate (CCC) will be required. As we offer both yard-based builds and on-site construction, the associated costs for consent and compliance cannot be determined until specific project requirements have been confirmed. Please be advised that consenting fees will apply accordingly.