



AUSTRALIAN INSTITUTE OF BUILDING DESIGNERS INCORPORATED

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*Promoting the building design and architectural drafting professions
and advancing the quality of the built environment*

HOW DO I SELECT A BUILDING DESIGNER?

You should select a building designer in much the same way as you would select any other supplier of a service.

Here are a few key points you could consider:

- *Is the building designer competent for the given project – can they demonstrate this to you? (Ask to see a portfolio of their work, speak to past clients, etc.)*
- *Does the building designer offer the range of services you anticipate? Have they clearly explained the process to you and are you fully aware of your obligations and the total cost of the services? Do they provide you with a written contract outlining the extent of those services, the methods of payment and time for completion of their services? (Ask to see a sample of the contract before you sign it and seek legal advice to explain it to you if necessary. You should not authorise work to proceed until the contract is signed)*
- *Can the building designer competently answer your questions regarding all aspects of the given project, or if not, can they demonstrate the ability to research and adequately respond to your queries? (We all know that not everyone knows everything in our fast moving world. With an extremely diverse range of options now available to building owners you could not expect a building designer to be familiar with all products or systems. They should however be able to source the relevant information and competently explain it to you, or engage consultants as necessary to assist in the task)*
- *Does the building designer carry professional indemnity insurance cover, and can they provide you with proof of current cover to the limit necessary for your project? (In most States of Australia, professional indemnity insurance is not compulsory, however it is certainly good business practice for a building designer to hold sufficient cover)*
- *Is the building designer a member of an industry association and do they subscribe to continuing professional development? (Industry associations represent their members in a wide range of areas, including sharing knowledge and many offer their members continuing professional development opportunities)*

- *Are they capable of undertaking the project within the time constraints necessary and what are the consequences if they fail to deliver? (Talking with past clients may demonstrate past performance, but as the level of activity within the building industry fluctuates considerably from time to time you should not rely purely on past history. Many factors may be beyond the control of the building designer, especially time for necessary approvals, so you should be aware that time delays may occur and be prepared for the consequences of those delays should they occur)*

Once you have satisfied the above points it would be worthwhile to discuss your project with those building designers you consider suitable as the process (especially for those designing and building a family home) can be extremely emotive.

Seek written expressions of interest from building designers that display the required level of competence and most importantly, be personally comfortable with your chosen building designer as you will probably be working together for some time.