

PLANNING / PROJECT WORKBOOK

Your project. A clearer brief.

From the first idea to handover. Use these pages to prepare questions, compare scope and keep decisions together.

Prepared for Auckland homeowners • 22 October 2026

Start with what you know

You do not need finished plans or a complete specification to talk with Caleb. Write down your priorities and mark unknowns as questions. The workbook supports a conversation; it is not a design, quote or consent assessment.

Inside this workbook

- Your project brief
- Site and section questions
- Budget and quote comparison
- Design and selection record
- Handover checklist
- Maintenance and follow-up log

Talk to Caleb

021 041 3920

trickybuildsltd@gmail.com

trickybuilds.com/contact

Free initial enquiry. We respond within 1 working day, Monday–Friday excluding New Zealand public holidays. Construction timing and any further paid work are agreed for your project.

01 / YOUR BRIEF

What would you like to change?

Topic	Your notes
Project / suburb	
What the space needs to do	
Must-haves	
Nice-to-haves	
Budget and what it must cover	
Preferred timing / any genuine deadline	
Plans and people already involved	

02 / SITE QUESTIONS

Understand the setting.

Take photos only where it is safe. These questions help identify further information; they do not replace surveys, engineering or council advice.

Check	Questions / information still needed
Access: Driveway, deliveries, storage, parking and shared access.	
Ground and water: Slopes, retaining walls, ground information and rain.	
Services: Water, wastewater, stormwater, power and communications.	
Boundaries and constraints: Title, survey, easements, covenants and council information.	
Use and approvals: Intended use and professionals needed to confirm the pathway.	

03 / BUDGET & SCOPE

Compare like with like.

An online budget is indicative. An estimate is based on stated information and assumptions. A construction quote or agreement needs a defined scope and terms. Check the price basis and GST treatment.

Item	Proposal A	Proposal B	Question / exclusion
Design / reports			
Approvals			
Demolition / disposal			
Site access / works			
Construction			
Services / connections			
Finishes / fixtures			
External works			
Allowances			
GST / total			

Allow separately for costs outside the building scope, including temporary accommodation or storage if needed. Confirm how variations affect the price and programme before committing.

04 / SELECTIONS & CHANGES

Keep decisions visible.

Record the actual product and who is responsible for ordering it. Confirm substitutions and changes in writing.

Location / item	Product / finish / supplier	Needed by / approved

Communication

TrickyBuilds provides progress updates by email. Agree update arrangements and contacts before work begins. Keep the scope, selection schedule and approved variations with the project record.

05 / HANDOVER

Finish with a clear record.

The documents and checks needed depend on the job. Agree what applies with the project team.

- Walk through the work against the agreed scope.
- List anything needing attention, with responsibility and the next step.
- Collect applicable council completion documents and records of work.
- Keep relevant electrical, plumbing, gas and other trade records.
- Gather product manuals, care requirements, warranties and supplier contacts.
- Record colours, product selections, keys, controls and spare materials.
- Ask for demonstrations of installed equipment and safe access for servicing.
- Save the service-specific care booklet and your Project Support contact.

Follow-up item	Responsible person	Next step / date

Care continues after handover.

Use the instructions for the products actually installed. Our free care booklets are available at trickybuilds.com/aftercare.

Date	Observation / care / repair	Next action

Need a hand?

For a care question or something that needs attention, use Project Support at www.trickybuilds.com/project-support or email trickybuildsltd@gmail.com. Include your name, job address, approximate completion date, a description and clear photos taken safely. We respond within 1 working day; the assessment, visit and resolution timing depends on the work required.

For an immediate threat to people, leave the danger area and call 111. For urgent building assistance, call 021 041 3920 to check availability. The online form is not an emergency service.

This guide does not create an additional warranty or limit your statutory rights. Project-specific warranties, agreed scope and applicable consumer protections continue to apply.

Further reading: [TrickyBuilds planning library](#) and [MBIE project and maintenance guidance](#).