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Plan Vision Australia



5 October 2012

What Happens Next?

Dear Tania

Please look over the enclosed plans carefully and let us know if you would like any changes to be made. Once you are happy with the final plans we can then begin the submission to council process. Please be aware that any changes made to the plans after submission to council may attract extra fees and resubmission to council.

Please find below summary of the information we require from you in order to proceed with your application to council;

1. Please look over the plans and check they are correct
2. Once we have forwarded the engineer's quote to you please let Plan Vision know if you would like to proceed so we can give the go ahead to the engineer.
3. Please sign/complete attached council forms where required for any owner or builder details.

Please note that we also require the following payments;

1. Payment of the remainder of Plan Vision fees, invoice attached.
2. Payment of the engineers fees in the form of a cheque made out to Forum Consulting Engineer's for the amount quoted once received, and forward to Plan Vision.
4. Provide Plan Vision with a cheque for Hunter Water Corporation for **\$13**;
5. Provide Plan Vision with a cheque for Lake Macquarie City Council for **\$1876.25** for combined DA/CC fees.

1. Check the Plans

Look over the attached plans and details carefully, and advise if you require any amendments to be made. Please note that some changes will attract amendment fees, however it will cost a lot less to make any changes before you continue with the engineering or Council submission (if applicable) as they will both charge amendment fees as well. You may like to discuss your plans with your builder.

Please note that once you give the go ahead for the engineer and Council, as in Section 1 of the Fee Schedule which you originally signed, you are confirming the plans have met your final approval. Please before giving the go ahead for engineering and Council, ask any questions of the plans to ensure they are correct for you, as Plan Vision will not be held responsible if the final

design is different from what you had wished due to a misread of the plans, or assumptions that certain things are included, or from the client or builder not being able to read the plans themselves.

2. Engineer's Certificate

Builders quotes can be obtained with the attached plans before the engineer's certificate is finished, but information such as beam sizes will be missing and the engineer does sometimes amend information shown in this issue of the plans.

When we receive the engineer's certificate (please see below for time frames), the final issue plans will be completed. These plans will contain the full, correct structural information required. We will send you a copy of these along with the other documents submitted to council after lodgement.

When you are ready for the engineering, please contact our office and let us know. Please note that Plan Vision will not start the engineering process until you have contacted us to give us the go ahead. Please provide a cheque made out to Forum Consulting Engineer's for the quoted amount and forward to Plan Vision for us to send onto the engineer.

3. Council Forms

Please fill out the "Owners Details" Section of the attached DA/CC Council form, the "Builder's Details" Section if the builder is known and sign the owners area in the "Authorisations" Section and post the originals back to us. Plan Vision will fill out the rest of the information for Council.

Please note that all owners of the property must sign the owners section of the form, council will not accept the application if an owners signature is missing.

Please let us know if you would like us to forward a copy of your plans onto any builders for you to obtain quotes.

Payments

Plan Vision Fees

As outlined in Section 8 of the Fee Schedule you originally signed, now that the plans are complete, Plan Vision has paid contractors for drafting, engineer's and other consultants for their time, and authorities such as Hunter Water Corporation and Council for information, and being a relatively small business, delays in payment can affect our cashflow.

Although we understand that there may be small changes to the plans once you have viewed them, we completely appreciate your prompt payment, and will endeavour to get any small amendments or answer any questions as quickly as possible.

Please pay on the attached invoice by the due date, even if you decide to get builder's quotes at this stage, or hold off on submission to Council, or even think about things for a week or two.

Other Costs

Below is an outline of the other fees we need from you to be able to submit the application.

Engineering Fees

Please provide a cheque made out to Forum Consulting Engineer's for the quoted amount and send to Plan Vision. We will forward this onto the engineer. For more information, please see point

2 above.

Council Fees

We have contacted council and they have advised their fees are **\$1876.25** for DA/CC Combined. Please provide a cheque for this amount made out to Lake Macquarie City Council.

Council fees are based on an estimate of the cost of the works. Using a standard per square metre rate, we calculated the cost to be **\$35,000.00**. Please note that this estimate does not reflect the actual cost of the work, but is used only for the purpose of providing Council with an estimate so they can advise their fee.

If you would like to change the estimate, this will either raise or lower Council fees accordingly, keeping in mind that if they believe that the estimate is too low, they may ask you for further payment later (of course, if it's too high, they won't refund any fees). We will confirm the final estimate with you when we organise the submission to Council. Please keep in mind that should you choose to lower the estimated building cost, Council may ask you to provide proof of the cost in the form of a quote from a qualified builder.

Hunter Water

Hunter Water Corporation requires a fee of **\$13.00** in order to stamp your plans prior to lodgement with Council.

Council Issues

Geotechnical Issues

Your property is in a T3 zone for Geotechnical constraints. This means that council can request further information regarding Geotechnical issues, which would be a geotechnical report or endorsement. Geotechnical reports normally cost from around \$1,000 however, Council normally don't require geotechnical reports/endorsements for additions in the T3 zone, so we won't provide one unless they request it.

Please note that if your property requires the services of a geotechnical engineer you may be able to get the plans endorsed if you have had a report done on your property previously. Please let Plan Vision know if you have had a report done and the name of the company, as this will save not only time but also yourself some money.

Council Submission

Once we have all of the necessary documents plus your Council fees, any other fees and application forms (as listed below), we will submit the application to Council. Please note we will send out a copy of the final plans along with any other documents submitted to Council after your plans have been lodged.

Other Council Issues

As outlined in our Fee Schedule and in our discussions on site, there is no guarantee that Council will approve the application, as outlined in Section 11 of the Fee Schedule you originally signed.

Please note – If you wish to lodge your plans with Council for DA only and use a private certifier for the Construction Certificate, please ensure that we are aware of this and have provided you with the relevant fees and forms. If you have not informed us previously, please do so before going ahead any further.

Time Frames

Engineers Certificate	1 to 2 weeks
Basix Assessment	1 to 2 weeks
Geotechnical Endorsement/Report	2 to 4 weeks
Bushfire Report	2 to 4 weeks
Stormwater Detention Plans	4 to 6 weeks
Council	6 to 8 weeks plus

Please note, we will post you a copy of any reports or certificated received along with the plans after lodgement.



Thank you for your business!

Kind Regards

Plan Vision Australia

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Yours sincerely

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