

## Client/Fee Agreement - NQ7691

ADDRESS DETAILS	CLIENT DETAILS
Job: 27 Eighth Street Adamstown NSW 2289	N: Plan Vision Australia P: (02) 4954 2422
Post: 27 Eighth Street Adamstown NSW 2289	M: 0414 011 483 E: <a href="mailto:enquiries@planvision.com.au">enquiries@planvision.com.au</a>

PROJECT DESCRIPTION
Additions & alterations at the rear of an existing dwelling for new open plan living opening onto rear deck, new bedroom and laundry.

### FEES AND CHARGES PAYABLE

#### Stage 1 - Site Measure, Modelling of Existing Dwelling, Office Design Meeting

Site Measure, Modelling of Existing Dwelling, Office Design Meeting	\$800.00
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#### Stage 2 - Development Application (DA) Plans

Development Application (DA) Plans	\$1,100.00
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#### Stage 3 - Final Plan Changes & Council Information

Final Plan Changes & Council Information	\$100.00
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Statement of Environmental Effects	\$50.00
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Submit Application to Council (not including Council fees)	\$100.00
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Bushfire Information	\$50.00
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BASIX Certification	\$150.00
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Hunter Water Stamping Fee (To be Advised)	
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DA Council Fees (To be Advised)	
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#### Stage 4 - Construction Certificate (CC) Plans

Construction Certificate (CC) Plans	\$600.00
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Specifications	\$50.00
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Engineer's Certification by Vision Engineers (To be Confirmed)	\$1,000.00
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Certifier CC Fees (To Be Advised)	
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GST:	\$300.00
Total:	\$4,300.00

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## Commencement of Project

Once you give the go ahead for your project either during the initial meeting, or by calling later, we need to complete the following:

1. A Fee Agreement will be emailed to you to read through and sign the last sheet and initial certain pages;
2. Payment for the initial invoice (if required). If you don't receive an invoice there is no initial payment required;
3. Organise site measure time.



## Site Measure

One of our staff will visit site to take pictures, measurements and video of your existing dwelling. We can usually organise this time within **1 week** of the initial go ahead.



## Draft Existing Plans

Our staff will then complete drafting of just the existing dwelling for use in our first design meeting. This generally takes around **2 weeks**.



## Office Design Meeting

Once the drafting of the existing plans is complete, we can then organise a time for you to come into the office to discuss the design in detail.

This meeting usually lasts anywhere between 0.5-2hrs, and we will be able to start laying out the design in front of you and show you how it looks. We will be able to answer any design questions you have and discuss options.



## Development Application (DA) Drawings

Once you are happy with the design outcome and give the go ahead to move to the next stage, we will complete the DA drawings for your plans. This generally takes **2-3 weeks**.

Once complete, we will forward you a PDF version via email. You will also receive the Council Information Email which is outlined further below.



## Plan Changes?

As the plans at this stage are complete and ready to start getting ready for Council, **any design changes will accrue amendment fees**. The amount of these amendment fees will depend on the scope of the changes, and how long it will take us to complete. These are outlined below.





## Council Information Email

After you receive the plans, we will send you out an email letting you know what we need from you to submit the application to Council for the DA. This will generally include:

1. Council forms, detailing where you need to sign and complete;
2. An invoice to be paid. This includes all works that have been completed and should be paid before the due date;
3. An invoice including items that need to be completed for Council submission. This only needs to be paid when you are ready to start the Council process;
4. Forms or quotes for any other reports that need to be completed (varies depending on the project)
5. Confirmation your plans have been sent to the engineer.



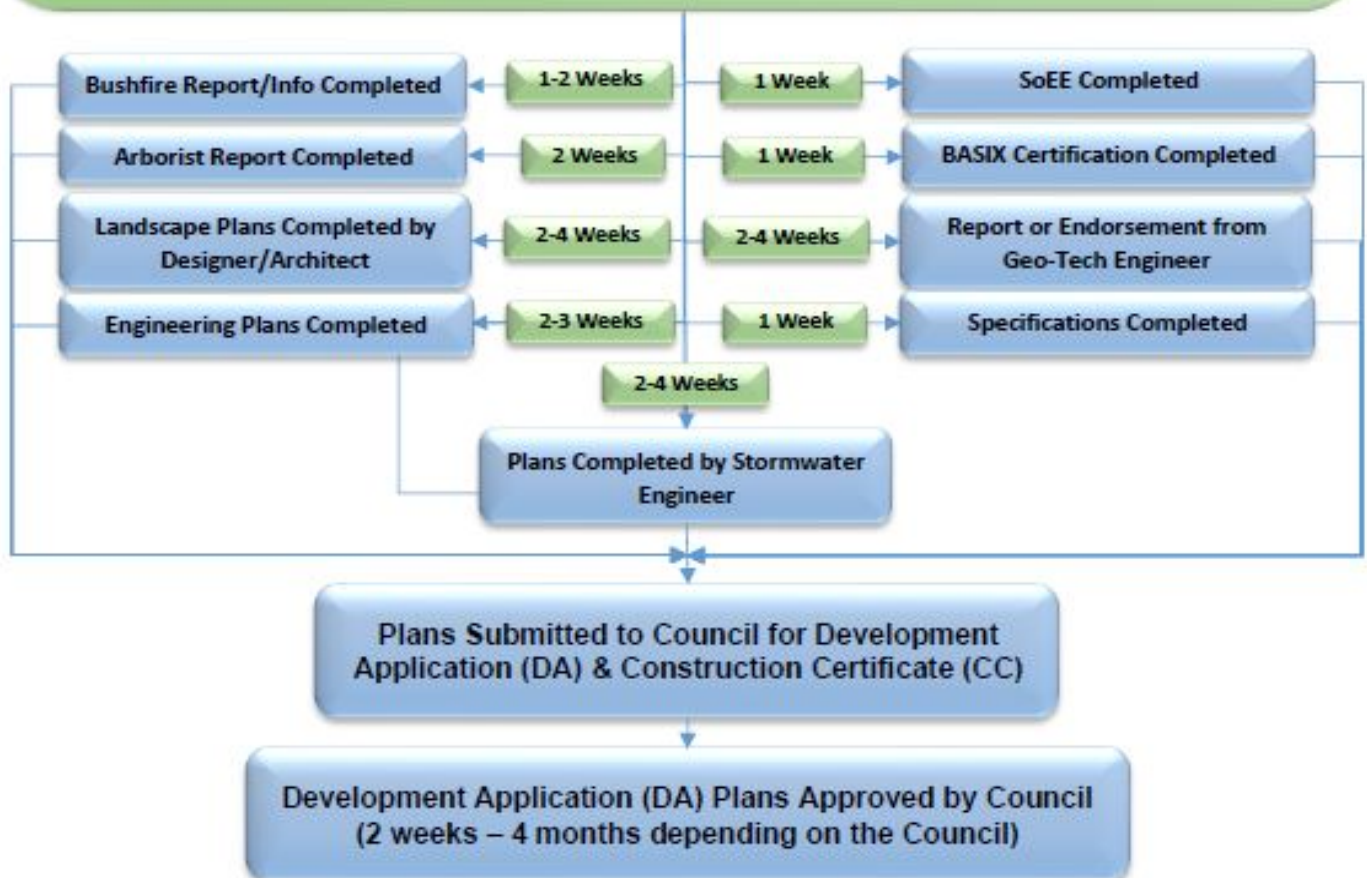
## Ready for Council?

If you are happy with your plans and wish to get the Council process underway, we need the signed Council forms, and invoice with Council items paid.

We will then start and complete the process to get the application ready for the Council for the Development Application.

This can take a few weeks depending on what reports we have to obtain, and what authorities need to see and stamp the plans before Council receive the application. Below gives an outline of this process and approximate time frames for each.

Some of these items are not applicable to every job.





## 1. What other general information do I need to know?

As you may know, planning, design and Council submission can be a lengthy and complicated process. Although we attempt to outlay all the costs and processes associated with your project, it is not always possible, and further costs and time can be involved further to what is mentioned in the Client/Fee Agreement above.

We will always be working with your best interests at heart and will endeavour to help you at any stage along the way and advise of any extra fees that may occur as soon as we are able.

The level of work required for your project as determined by Plan Vision is outlined in the Client/Fee Agreement above. Due to the inconsistencies of Council, and the fact that every project is different, the full extent of information required cannot always be determined at the start of planning. If extra information is requested by the client, builder, or Council above and beyond what is stated, further fees may be applicable.

***You will always have the decision on the direction of your project. Plan Vision will attempt to advise you on the design for your project, but the final decision will always rest with you. It is up to you, the client, to confirm the final design of the plans, and if Plan Vision is given the go-ahead to start engineering and Council processes, it will assume that the plans and design has met your final approval. Please before this stage 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 have wished due to a misread of the plans, or from the client or builder not being able to read the plans themselves, as this is the only way we have of communicating the design with you.***

I have read and understood the above.

Initial:

## 2. What happens/what fees are payable if I decide to cancel?

Generally, if you have given the go ahead and we have come to site to measure, or met with you to discuss design, even if you haven't signed the Client/Fee Agreement, we have started the processing of your Project.

If you happen to cancel the project before the Client/Fee Agreement is signed, or within three (3) working days after it is signed, the initial site or office meeting and an administration fee is payable. This fee will generally be around \$350-400 (site callout fee and 2 hours on site, and \$55.00 admin fee). Please call, fax or email us within three working days to cancel or postpone your project.

If the circumstance arises that you wish to cancel the project at another time during the project, Plan Vision will issue an invoice for all completed works up to that stage. Below is an outline of the charges that are applicable for a project:

Callout Fee for site measure	\$110.00 - \$165.00 (including GST)
Meeting time	\$132.00/hour (including GST)
Site consultation time	\$132.00/hour (including GST)
Drafting and design time	\$99.00/hour (including GST)
Reimbursement of expenses	Varies for project
Administration Fee	\$55.00 (including GST)

Your invoice showing your balance will detail the time taken for each of the above. These fees are encompassed in the Client/Fee Agreement in the Plan Vision fees, which is the first line of each stage of the project.

***Please note: for your project to be cancelled, you need to call or email Plan Vision. We will continue with the process unless we hear otherwise from you. If you do decide to cancel, the fees payable above will be calculated from the day you advise Plan Vision of the cancellation.***

I have read and understood the above.

Initial:



### 3. What other charges might be involved?

*NOTE: All fees and charges outlined below are for companies and consultants separate to Plan Vision and therefore subject to change without notice. All fees are therefore approximate.*

#### (a) Council lodgement fees

Council lodgement fees will need to be paid by you direct to Council on lodgement of the application. Please be aware that they can be quite expensive, and usually begin from around \$1,000 for the smallest alteration to several thousand for larger projects. If you would like a closer estimate, you can give Council a call with an estimate of the construction cost for your proposal to get an indication on the applicable fees, or alternatively call our office and we'll be able to help provide an estimate.

#### (c) Hunter Water Corporation

The applicable Hunter Water Corporation fees will need to be paid by you direct to Hunter Water prior to lodgement of the application to Council. The fees can include one or more of the following: general plan stamping fees for almost all developments (\$25.00); Build Over applications for developments to be built near the sewer line (\$220.00); Section 50 applications for larger developments (\$520); and any other fees Hunter Water deem applicable.

#### (d) Mine Subsidence Board

Most properties are affected by Mine Subsidence. There are no costs involved to have the plans certified, but it will take a week or two for certification to be completed prior to Council submission. Sometimes the Mine Subsidence classification of a property will restrict the development (eg limit to two storey, allow only a certain type of footings) but it is not a usual occurrence.

#### (e) Geotechnical issues

Many properties (especially in the Lake Macquarie City Council area) are affected by Geotechnical restraints. Sites are rated from T1 (steep/unstable) – T6 (flat/stable), with most additions, new dwellings and other development requiring further geotechnical information if they are in the T1, T2, T3 or T4 zones. Unfortunately, this is most sites in Lake Macquarie. If a geo-technical report has already been completed for the site (such as a new subdivision) then the plans only need to be endorsed by the same geotechnical engineer (at a cost of approximately \$300.00 - \$500.00 depending on the company). If a full report needs to be done, the cost usually starts at \$2000 + GST. However, in the interest of saving costs we won't provide Council with this information unless they specifically request it, unless your property is located in a T1 or T2 zone, in which case Council will almost certainly ask for it.

#### (f) Bushfire

If the property is designated as bushfire prone, we will provide Council with as much information as possible in regards to bushfire issues in the Statement of Environmental Effects and our standard Bushfire Report. However, it is possible that Council may require an in-depth Bushfire report by a qualified consultant after submission if they feel there is adequate risk to the dwelling. These in-depth and detailed reports can cost around \$800.00. However, in the interest of saving costs we won't provide them with this information unless they specifically request it.

#### (g) Other requirements

Depending on your project or the property, there may be other reports, plans or assessments that the relevant council may require. For example: arborist reports, landscape plans, stormwater detention plans, demolition or waste management report, acid sulfate soil assessment, contaminated land report, and others. Plan Vision will provide Council with as much information as possible within Plan Vision's scope of works to save you time and money. However, Council may request further information provided by a qualified consultant regarding a particular issue.

I have read and understood the above.

Initial:



#### 4. When are payments due?

We will provide an invoice at the end of each stage, as outlined above. It remains the right of Plan Vision to withhold commencement of further works until the receipt of these invoice amounts, at the discretion of Plan Vision.

Our invoice period is generally 7 days, after which, if no contact is forthcoming through further phone calls or other means from you, at the discretion of Plan Vision, we will issue an overdue invoice reminder.

We will forward the debt on for collection by others, with any extra fees incurred added to the final invoice, if several invoice reminders have been ignored without contact from you.

Understandably, holidays and other reasonable delays are taken into consideration when looking at the seven-day period.

Feel free to notify us of any delays in payment and plan collection you think may occur to help prevent any misunderstandings. We thank you for your understanding.

***When your plans are completed, or any planning stage completed, Plan Vision has paid contractors for drafting, engineers and other consultants for their time, and authorities such as Council and the Hunter Water Board for information, and being a relatively small business, delays in payment can affect our cash flow. We completely appreciate your prompt payment.***

I have read and understood the above.

Initial:

#### 5. How long will the plans take?

Generally, the plans and specifications themselves do not reflect the total time taken to complete your project. The plans themselves usually only take around 50% of all time involved when taking other associated works into context. The Fee Agreement above will generally outline to time frames for each stage.

Plan Vision is a relatively small company, and although in most cases the plans for your project will be completed in the approximate time frames, issues such as holiday shutdown, staff sickness or leave, or computer hardware or software issues can affect this. Also, other consultants such as engineers, Mines Subsidence Board, Hunter Water, BASIX Assessments etc. can take longer than times specified due to their workload or industry delays. WE WILL ALWAYS be working at all stages to allow for a quick and organised planning process and will attempt to notify you of any delays as soon as they occur.

***Please note: If you have issue with the time frames or how long the process is taking please talk to us. If you decide not to go ahead, you will need to cancel (see section 2 above). If you don't full fees will still be applicable if we finish the plans.***

I have read and understood the above.

Initial:

#### 6. What happens once I am happy with the plans?

When your plans are completed by Plan Vision, we will forward information to you regarding the process & requirements for Council/Certifier submission, including any application forms that require your signature, any other relevant information. This will sometimes come at the same time as the plans.

***The balance of the total amount of charges as listed in the Client/Fee Agreement is due at this point (see Section 4 above). An invoice/s will accompany the plans if any fees are outstanding at this stage.***

***Plan Vision will not go any further at this stage until we receive confirmation from you that the plans are to your requirements and do not need any amendments. Please make sure that you are certain about your plans before giving us the okay to continue, as any changes further along the track would not only incur further amendment costs to Plan Vision, but also any or all of the relevant authorities that have assessed or stamped your plans (eg Engineer, Hunter Water, Council) will also charge amendment fees (Please see Changes to Plans section below for details on costs for changes.***

When you receive your plans, you will find them rather detailed. Due to Council and building requirements, plans are required to detail everything that is to be included in the design. The plans will detail these, but will not include a materials list, as we feel that requirements such as colour schemes, PC items and other fit-out materials are better selected by you personally from your chosen builder's suppliers.

I have read and understood the above.

Initial:



## 7. What happens after I give the go ahead to submit to Council?

*Please note: As mentioned above, we do not continue with the Council submission until you let us know the plans are okay and you are ready for this to occur. Please don't assume that the process will just continue. Call us if you are unsure.*

Once the plans have your final approval and we have received confirmation from you to continue, your plans will be forwarded to the relevant authorities for their certification or assessment. This may incur further small amendments to the plans eg notes or stamps added.

Please refer to the Client Agreement and Flowchart above for information on what certification or assessing your plans require and the time frames involved.

*Whilst this is being completed, you should provide us with the payments and forms required for the Council application.*

Once the plans are returned with all the relevant authorities' approval, and we have received all the relevant payments and forms from you, we will submit your application to Council.

I have read and understood the above.

Initial:

## 8. What happens after the plans are lodged with Council?

Any correspondence from Council will be forwarded to us. We will contact you if Council have any questions or issues, or when the plans are approved.

*Due to Council inconsistencies, there is no guarantee that your project will be approved. Plan Vision will at all times attempt to discuss possible Council issues with you about your project, but in some cases, issues arise after the project has been submitted to Council, either due to misinformation given to Plan Vision by Council staff, or due to the interpretations of the assessing officer in Council. WE WILL ALWAYS attempt to do the best for your project and will advise and help you along the way if any of these issues occur.*

The building relationship for your project generally continues between you and your chosen builder after the completion of final plans, as Plan Vision is not engaged as Project Managers or Post Planning Consultants. All the information will be outlined on your plans and other documentation for the proposal to be constructed and any follow up telephone calls or office meeting if required by you or your builder to discuss your plans will be charged with an initial fee of \$44.00, plus \$99.00 for every half hour, and office meetings at the fees mentioned above.

*Due to the variations in prices given by builders, and the fluctuating costs of building materials, Plan Vision can accept no responsibility for any construction cost estimates supplied or used as part of the Council submission and determination of fees. The only way to get an accurate quote for your project is to have the plans completed and given to your builder for a full detailed quote.*

The specifications and/or the statement of environmental effects that you will receive with your plans are an integral part of the design. Please read both thoroughly as well, and make sure your builder has a copy of both for quoting and building purposes.

*The planning, design and Council submission can be a lengthy and complicated process so if you have any questions at all on where things are up to, if we need anything from you etc, or basically any questions at all, please don't hesitate to contact us. We are here to help!*

I have read and understood the above.

Initial:



## 9. What happens if I decide to Change the Plans?

During the first stage of planning (Concept Plans or Modelling the Existing Dwelling), we can change the plans relatively easily. The process includes 2 changes to plans and 2 office design meeting if required. If there is no further meeting or changes than this, and no changes to the plans further along in the process, the price in your Fee Agreement is fixed and won't change.

However, if you decide to change the plans after further stages have been completed, amendment fees will apply. These will be at the rates outlined below.

### After Stage 2 has been completed but before Stage 3 & Engineering has been started.

Minor Changes	=	10% of Stage 1 & 2 Fees
Major Changes	=	25% of Stage 1 & 2 Fees

### After Stage 2 & Engineering has been completed

Minor Changes	=	20% of Stage 1 & 2, & Engineering Fees
Major Changes	=	35% of Stage 1 & 2, & Engineering Fees

### After Engineering & Submission to Council

Minor Changes	=	20% of Stage 1 & 2, & Engineering Fees + Council Stage Fees Again
Major Changes	=	35% of Stage 1 & 2, & Engineering Fees + Council Stage Fees Again

#### Minor Changes

This includes small changes to the plans, such as a window or door change, change to notes, change a roof pitch, modify a railing type, change roof covering, change a window or door type etc.

#### Major Changes

This includes ANY changes that modify the ground level, modify a retaining wall, move a wall, add a room, move rooms around, change a floor, change stairs around, change a whole roof line, change a driveway etc.

I have read and understood the above.

Initial:

## AUTHORITY TO PROCEED

Job: 27, Eighth Street, ADAMSTOWN

Post: 27, Eighth Street, ADAMSTOWN, NSW, 2289

N: Plan Vision Australia

P: (02) 4954 2422

M: 0414 011 483

E: enquiries@planvision.com.au

**We hereby give authority to proceed with Client/Fee Agreement - NQ7691**

**Signature:.....Date:.....**