

Img design

building designers

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SCHEDULE OF WORKS

Below I have outlined stages of the process I think applicable for your project including design, DA approval and preparation of the construction certificate. I have also included some **optional extras** for you to think about; with living overseas our extra assistance may be of benefit to you.

Stage 1 – Concept Design

Stage 2- Council Meeting / Developed Sketch / Preliminary BASIX

Stage 3 – Development Application preparation for Hornsby Council

Stage 4 – Construction Certificate preparation (**once the DA is approved**)

Stage 5 – Optional Extra's

The items that have been ticked (✓) are included in our scope of works.

Stage 1 – Option study / Council Compliance

- ✓ Topographical survey prepared by others and paid for by the client – to be emailed to LMG
 - ✓ LMG will email to the client a design brief checklist to be filled out and emailed back for discussion
- ✓ Client to supply LMG a copy of a Planning 149 Certificate and sewer diagram (*from contract of sale*)
- ✓ Arrange access to the site to take photographs
- ✓ Meeting with the client design brief and discuss design options
- ✓ Check local and state government regulations
- ✓ Develop and draw up two option studies (*floor plans only*)
- ✓ Email the option studies to client as a pdf file
- ✓ Arrange a meeting with client to present and discuss options
- ✓ Supply to client planning booklets: Products Selection Planner (*pdf file*) and Clipsal Electrical Planner (*emailed as an on-line tool*) these will help the client make decisions and record the details

Stage 2 – Developed Sketch / Council Meeting

- ✓ Develop the sketch based on changes suggested by the builder / client / architect
- ✓ Exterior of the house presented as 3D
- ✓ Client to provide LMG any interior details selected and recorded in the Products Selection Planner
- ✓ Email copy of the plans to client as a pdf file
- ✓ Arrange a meeting with client to present the developed sketch and discuss options
- ✓ Meeting at Council with a Duty Planner to discuss the project
- ✓ If required provide client with details of a builder from our database for them to discuss construction costs directly.

Stage 3 – Final Sketches / Preliminary BASIX

- ✓ Develop the sketch based on changes suggested by the Council planner
- ✓ Develop the Sketch based on changes suggested by the client, builder and architect
- ✓ Prepare a preliminary BASIX
- ✓ Client to provide LMG additional interior selections
- ✓ Email copy of the final sketch to client as a pdf file
- ✓ Arrange a meeting with client to present the final sketch (**also presented on the screen**) and preliminary BASIX
- ✓ Email the sketch and preliminary BASIX to the builder

- ✓ Client or LMG to liaise with a builder for updated construction costs

Please note:

If you decide to make further changes to the design once stage 3 is completed or if you decide to move in another design direction to do this would be an extra cost. We do not start stage 4 DA preparation until the design has been finalised by the client.

Stage 4 – Development Application Preparation for Council

- ✓ Topographical survey
- ✓ Site plan
- ✓ Proposed ground floor plan
- ✓ Proposed First floor plan
- ✓ North elevation
- ✓ East elevation
- ✓ South elevation
- ✓ West Elevation
- ✓ Cross section(s)
- ✓ Shadow diagrams
- ✓ Front fence detail
- ✓ A4 size plans for neighbour notification
- ✓ Statement of environmental effects
- ✓ BASIX certificate
- ✓ Waste management plan
- ✓ Site photographs
- ✓ Compliance Table
- ✓ On site stormwater checklist
- ✓ Demolition work Plan

Development Application Lodgement to Council

- ✓ Send plans to client for a final check with the DA forms to be signed and returned
- ✓ Obtain DA fees from Council and provide to client for DA lodgement
- ✓ Meet with the client at council to lodge the DA application
- ✓ Client to receive a briefcase containing copies of the plans and documentation

ADDITIONAL REQUIREMENTS

During the course of preparing the DA application it is necessary to obtain further documentation referred to as a **“Third Party Documents”**.

This service includes:

- Liaising with each of the relative consultants with the view of obtaining a fee proposal for you
- Forwarding each proposal for your written approval to engage the consultants
- Liaising with the consultants with respect to communicating the technical requirements that will be necessary to complete the plans and or documentation
- Discussion with consultants as required
- After receiving the completed documentation from these consultants we will incorporate any additional details required onto our own architectural documents that will reflect their details
- Upon completion of the works the contractor will supply to the client a copy along with the invoice for you to pay them directly (**this can be done online into the correct bank account**)

- ✓ Topographical survey
- ✓ Stormwater engineer's details
- ✓ Sydney Water, Council and or Private Certifier fees
- ✓ Landscape plan

- ✓ ABSA Energy assessment
- ✓ Structural engineer's details (**required for construction certificate only**)
- SEPP 1 Objection(s) (**only required if a Council development standard is exceeded**)

Development Application Lodgement to City of Council

- ✓ DA forms to be signed by the client as the owner and applicant (**original signatures required**) and posted back to House Plans by Design. The contact address on the forms will be c/- LMG.
- ✓ DA lodgement fees to be paid by the client (**monies to be transferred into our bank account**)
- ✓ Lodge the DA to Council on behalf of the client
- ✓ Email a copy of plans and documents to the client. The client is to collect a briefcase containing the original architectural plans and documentation lodged to Council.

NOTE

Lmg Design takes great care in preparing applications to council. However, if the architectural plans have to be amended according to a council request because of a neighbour objection or any other unforeseen reason, additional work will be charged at our hourly rate according to our Terms of Agreement.

Our fee for the abovementioned stages 1- 4 of the program is – **Refer to Cost Estimate Sheet for Fees or proposed developments** GST inclusive. Please contact Lmg Design for a written Fee Proposal, which is valid for 1 month from the date of this proposal. Invoices are payable upon completion or a percentage of completion of each stage according to our Terms of Agreement. Cash or internet transfer to be paid to the Lmg Design account. To engage our services please sign and return our Terms of Agreement. Once this is received we will create your file and add your project to our work program.

Once your DA is approved we will need to upgrade the plans for the Construction Certificate issue and prepare and coordinate the whole Construction Certificate for approval. After reading the Council conditions of consent we can provide you with a cost for this component, you may also choose any of the optional extras as described below.

Stage 5 – Prepare and Collate the Construction Certificate

Once your DA is approved we can prepare and collate the construction certificate this can be lodged back to Council or a Private Certifier depending on whom your chosen builder prefers. For your project we have allowed our standard items 1, 2, 3 & 4 from below:-

1. Upgrade the DA plans for construction certificate issue
2. Prepare and collate the construction certificate in accordance with the Council DA approved conditions of consent for submission and approval back to Council or a Private Certifier
3. Obtain quotes for any Third Party Documents in accordance with the Council Conditions of consent e.g. structural engineer for client approval
4. Liaise with consultants and or builder

Stage 6 - Optional Extras Architectural Details

Because you will be residing overseas we can prepare or perform any of the following (**to assist you or your chosen builder**) as an extra: -

1. Prepare wet area details, joinery details, construction section details
2. Electrical and lighting plans
3. Assistance with interior product selection
4. Prepare a Schedule of finishes i.e. colours, materials and products
5. Liaise with a builder about construction costs during the design / approval stage on behalf of the client
6. Preparation of Tender documents to builders
7. Site meetings during construction to represent the client for the overall design intent only.

Please advise if you would like any of the above mentioned extras.

SCHEDULE OF FEES

Proposed Works	Ground Floor Alterations & Additions	Ground Floor + First Floor Alterations & Additions	New Single Storey Dwelling	New Two Storey Dwelling	New Detached Dual Occupancy	New Attached Dual Occupancy
Stages - Refer to scope of works for services provided for each stage						
Stage 1 - Concept & Compliance	\$2,000	\$3,000	\$2,000	\$3,000	\$5,500	\$5,000
Stage 2 - Sketch Designs/ Council Meeting	\$700	\$700	\$700	\$700	\$1,500	\$1,500
Stage 3 - Design Development/ Prelim Basix Certificate	\$800	\$1,000	\$800	\$900	\$1,500	\$1,500
Stage 4 - Development Application	\$2,000	\$3,000	\$2,000	\$3,000	\$6,500	\$6,000
Stage 5 - Construction Certificate	\$800	\$900	\$800	\$1,500	\$2,500	\$2,500
Stage 6 – Tender Documentation +Site Visits + Additional Details	TBA	TBA	TBA	TBA	TBA	TBA
Total Cost Stages 1 to 4	\$5,500	\$8,600	\$5,500	\$9,100	\$17,500	\$16,500

The fees listed above are a guide only, please contact Lmg Design for a more detailed fee proposal to suit your project

Fees for separate drawings forming each stage listed on Lmg Designs Building Design Cost Schedule should only be used as a reference only

We look forward to the opportunity to work with you; we produce all work efficiently at a very high standard and are committed to ensuring your complete satisfaction. Your plans are also presented to you in an A3 briefcase for the protection of your investment.

If you require any further information please do not hesitate to contact me on the above contact details

Yours faithfully

Lauran Trevena
Building Designer
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Updated June 2010