

Sydney, Date  
Quote N° QBS # -D

**Customer details:**

**Name**

**Address**

**Email:**

**Phone/Mobile:**

**REF: Refurbishment, Extension and/or Second storey Addition-Renovation  
at: Site address**

Dear Sir/Madam,

After a brief overlooking about your property we are pleased to submit our proposal for the work to be carried out at the above address as requested. Following are the descriptions and costing for your consideration:

**The Architectural design and drawing job includes:**

1. Check with the Council the record of the property.
2. Apply for Planning Certificate under section 149 of the Environmental Planning and Assessment ACT, 1979 to determinate condition of use and regulations applicable to the property.
3. Determinate which way will be used for Plans and documentation approval: Council Development Application (DA) and Construction Certificate (CC) or Complying Development Certificate (CDC) either through the Council or Private Certifier Office.
4. Organise a survey plan for DA propose about the property with all services of the property, roof levels and neighbour windows on the survey. AutoCAD file is mandatory.
5. Check relevant measure on site.
6. Meeting with owners to clarify and advice alternatives to have expected indoor and outdoor areas in the project according with the regulations and building options to have the best cost effective solution.
7. Site, interior and roof analysis to determine how will be connected the existing house with the new structure to the front and rear additions.
8. Inspection from Structural Engineer to confirm stability of the existing Structure to support the addition-renovation.
9. Sketches for the project and brainstorming meeting to reach the best solution complying with the requirements and regulations for the proposal of:
  - Description of the areas to be renovated and extended or modify in any way, including minor changes.
  - Description of changes to downstairs and/or upstairs and facades as required.
  - Description of changes to the Outdoor entertainment areas: BBQ Decking, swimming pool, etc., if applicable.
10. 3D view to show how the proposed design would look like.
11. Design and drawing the Documentation Plans (Site, Roof and Floor Plans, Sections and Facade Plans).
12. Structural drawings and calculation (if CDC Application is possible) otherwise the final calculation, details and drawings for the project will be done with the CC Application.
13. Prepare the Statement of Environmental Effects.
14. BASIX assessment certificate to be submitted with the Application.
15. Prepare the statement to manage the stormwater or organise the Stormwater system design if required by regulations.
16. Prepare the Waste Management Plan.

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17. Meetings with Council Town Planner or Private Certifier prior completion of all plans to fast track approval process.
18. Submit into the Council or Private Certifier Office all relevant documentation and plans for the Applications.

Note: The items described above are subject to changes in compliance with the final project and Council regulations.

**We will supply:**

All relevant Documentation and plans as per the Development Application check list from the Council or Complying Development Checklist from the Private Certifier plus a set of plans and documentation for the owner.

**Design and drawing program:**

Between Four (4) and Six (6) weeks for DA Application or CDC application.

Between Two (2) and Three (3) Weeks after DA Approval for CC Application.

Our standard estimate for the DA & CC or CDC Plans and Documentation for Residential Renovation Projects is between \$ 5,775.00 and \$ 9,878.00, including GST, depending of the project size.

This price includes the Structural Engineer fees.

It is a fixed price until the sketches designs are approved for DA or CDC drawings.

Changes after approved sketches will be charged according with the following list:

Design changes: 125 \$/hour

Drawing changes: 25 \$/hour

Structural changes if applicable: 110 \$/hour

**Other cost that you should consider** (Those costs will be paid directly by the owner to the professional or Council service, however, the management to organise and meet any professional on site or Council office for the conclusion of the submission of the application is included in our estimated fee):

- Survey Plan for DA Propose with electronic copy (AutoCAD) including all services in the site and windows in property neighbours..... (Approx. \$ 1,700)
- Hydrologic plan and report if required by Council or Private Certifier..... (Approx. \$ 2,400)
- Geotechnical Report if required by the Structural Engineer..... (Approx. \$ 1,250)
- Council Fee for the DA. ....(Approx. \$ 1,100)
- Private Certifier Fee for the CDC or CC application, including Completion Certification. .... (Approx. \$ 2,400 - 2,700)  
(If CDC is applicable then DA will not be necessary.)
- Government Fee – Long Service Levy (LSL) will be paid by the owner: 0.35% of Estimating Building Costs. (For any Building work costing above \$25,000)
- Government Section 94A - Development contribution Plan 2014.  
Depending of Building Costs the Contribution fee will be as follow:
 

Up to \$ 100,000	=	Nil
\$ 100,000 to \$ 200,000	=	0.5%
More than \$ 200,000	=	1.0%

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We will supply before the Construction Certificate be approved, a Building Quote to develop the proposed Renovation/Addition for your perusal and if approved we will give the (HOW) Home Owner Warranty Insurance to the Council or Private Certifier in order to get the Construction Certificate and start the construction according with a previous schedule approved from you.

If you decide to do the building with other Builder we will need the HOW insurance from the Builder who is going to do the job to submit it to the Appointed Authority in order to get the Construction Certificate before start the construction job.

If you decide to be an Owner Builder we will need the Owner Builder Permit to be submitted with the CC or CDC Plans and Documentation to obtain the Construction Certificate before start the construction job.

Please do not hesitate to contact us should you discuss and/or clarify any matter with this proposal. We are also pleased to assist you in any suggested change to the above upon your consideration.

Yours faithfully,



Jose Leonardo Rivas  
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Mob: 0433 164 915  
QBS Group Pty Ltd  
BL: 165110C  
T/A Renovation Solutions ARS

**APPROVAL CUSTOMER**

**NOTE:** See in the next page the schedule for payment according with the progress on the job.



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Dear Sir/Madam,

Following there is the Payment schedule regarding the job: **Quote N° QBS # -D**  
**Total quote: Approved quotation amount.**

**Initial payments of 20% ..... (\$ x,xxx.xx)**

- Check relevant measure on site.
- Check Council Record and Planning Certificate under section 149.
- Study over existing house about preliminary ideas on the addition project.
- Structural Engineer Consultation.
- Brainstorming meeting over preliminary ideas to reach the best solution.
- Sketch design and 3D views to show how the proposed ideas already selected would look like.

**Second payment of 25% after approval sketches. .... (\$ x,xxx.xx)**

- Structural Engineer Preliminary Calculation.
- Design and Drawings of the Addition and Renovation, Plans following the guidelines from approved sketches and regulations from Council.
- Design and Drawings for Sections and Facades Plans.
- Meetings with the Town Planner or Private Certifier prior completion of all plans.
- Prepare all relevant documentation to submit the DA or Complying Development. (Government Fees will be paid by the owner).

**Third payment of 20% after the DA application is submitted. .... (\$x,xxx.xx)**

- Structural Engineer Final Calculation, Drawings & Details.
- Architectural Plans and Construction Drawing Details for CC.
- Complying requirements from DA Approval.

**Fourth payment of 30% after the CC application is submitted. .... (\$x,xxx.xx)**

**(NOTE: If CDC process is applied to this property them 50% will be paid by the time of the CDC Submission.)**

**Balance of 5% will be paid with Construction Certificate approval. .... (\$ xxx.xx)**

Yours faithfully,

Jose Leonardo Rivas  
Mob: 0433 164 915  
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