

# QUOTES REVIEW

Ross Nimmo <[rnimmo@geolink.net.au](mailto:rnimmo@geolink.net.au)>

Apr 3 (9 days ago)

to me

Hi Sandra

I have reviewed the subdivision proposal.

Our fee would be \$5,200 to prepare Preliminary Engineering Drawings to accompany the Development Application including;

- Pre-application consultation with Council on Engineering matters
- Preparation of a Site plan showing existing and proposed levels including proposed new access location and levels
- Preparation of a Services plan showing water, sewer, telecommunications, and electrical service locations
- Preparation of a Preliminary Stormwater Management Plan
- Preparation of a Preliminary Erosion and Sediment Control Plan

Based on our current workloads we would be able to deliver the above scope within 8 weeks of being engaged.

An autocad compatible copy of the survey file including 3D faces, and proposed subdivision layout will be required.

If the above meets your needs we can prepare a formal services agreement.

Kind regards|

Ross

**Ross Nimmo**  
Civil Design Engineer

**GeoLINK** P 02 6651 7666 M 0415 464 340 F 02 6687 7782 W [www.geolink.net.au](http://www.geolink.net.au)  
quality solutions sustainable future



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Suite 7 Advance Business Centre  
39 Lawrence Drive Nerang Q. 4211  
PO Box 2711 Nerang Q. 4211  
ABN 41 855 034 529 / ACN 009 914 274  
as trustee for the Cozens & Regan Trust

## FEE PROPOSAL

Our Ref: 17134

21 February 2017

Sandra Petretich  
sandra.petretich@gmail.com

Dear Sandra,

**RE: CIVIL ENGINEERING CONSULTANT SERVICES  
PROPOSED 1 INTO 2 LOT SUBDIVISION AT 61 BANORA BOULEVARD, BANORA POINT.**

We would like to thank you for the opportunity to submit this fee proposal for your project "Proposed 1 into 2 Lot Subdivision at 61 Banora Boulevard, Banora Point". As a company, we don't take this responsibility lightly and would like to highlight a few considerations when reviewing fee proposals:

1. Although a consultant's fee is only a small percentage of the overall construction costs, the design and service provided by a consultant can have a significant impact on the total construction costs.
2. The level of documentation provided by a consultant can also play a significant role in the total cost of a project. Discrepancies and lack of detail in documentation usually leads to extensions of time, variations, and an additional cost during construction. These cost blow outs can quite often be considerably more than the consultant's design fees.
3. Communication is another aspect of construction that is quite often overlooked. Access to consultants is paramount on any project regardless of size. Unfortunately, things can go wrong or unexpected situations can arise and when they do, you want a direct line of contact with the consultant to provide a swift resolution to the issue.
4. Quality of construction appears to be an on-going issue these days and the only way to control this is to inspect all phases of the construction stages. Have the works been constructed in accordance with the documentation? Although builders have the best intentions, occasionally a misinterpretation or oversight can occur and it would be reassuring to know the design consultant has been onsite every step of the way and not just at the project milestones.
5. Cozens Regan Group Pty Ltd adopts the latest in design technology. This project will be designed using the latest Civil 3D, ARD, Music and Drains Software packages available enabling an efficient and cost effective design solution.

Cozens Regan Group Pty Ltd has been established for over forty years and in that time developed an excellent reputation throughout Queensland and Northern New South Wales. We understand how the design can have a significant impact on a projects construction costs and endeavour to provide every client with a detailed set of documents which in turn will minimise any additional construction costs. We provide effective communication with clients including direct access to directors.



**DIRECTORS:**  
- R.J. PROVE - A.T.J. GIBBONS  
- J.A. WILLIAMS - B.D. WELLAUER

Further to correspondence dated 20 February 2017, we submit for your consideration our Scope of Services and Professional Fee Proposal for the above noted components of the Project.

Our Scope of Service and Fee Submission (**exclusive of GST**) is as follows: -

1. **Civil Design and Documentation of the following**

- Stormwater Management Plan
  - Erosion and Sediment Control Plan
  - Engineering Report including
    - (i) Concept Design for Sewer
    - (ii) Concept Design for Driveway access
- \$4,500.00 + GST

Time Basis Fee **exclusive of GST** (as needed)

Principal Engineer	\$250.00/hr + GST
Senior Engineer	\$200.00/hr + GST
Engineer	\$180.00/hr + GST
Draftsperson	\$100.00/hr + GST
Administration	\$ 75.00/hr + GST

**Our Submission is conditional on the following: -**

We preface our proposal with the confirmation of our understanding of your specific project requirements and assumptions with respect to construction programming: -

- i) Project team:
  - Director (Civil) John Williams, Director, B. Eng (Hon), RPEQ
  - Engineer (Civil) Jon Lindsay, B. Eng. (Civil Hon)
- ii) All fees have been calculated based on the supplied drawings.
- iii) Staff at Cozens Regan Group Pty Ltd will be available to complete this project. Additional resources in the form of contract staff have been sourced and are also available to undertake this work where deemed necessary. The contract staff utilized have many years of experience and are key personnel at Cozens Regan Group Pty Ltd.
 

As is our policy a director (Principal) of the company will be directly involved with the project and will be the point of contact for these works, should we be successful.
- iv) Should this project include demolition or renovations to any structure to which the design was commissioned after 1 January 2012, Cozens Regan Group Pty Ltd request copies of all safe design reports associated with the applicable structures.

**General**

- v) We reserve the right to renegotiate our fee should the project extend beyond a reasonable time frame, say three (3) months.
- vi) It is our procedure to submit monthly progress accounts with current ruling interest rates to be applied to accounts outstanding after thirty (30) days. Progress accounts shall be calculated pro-rata to the contract period for Design and Documentation and monthly for inspections.
- vii) Our attached Terms of Agreement for Professional Services shall be deemed to apply to this project.

- viii) Designs and Documentation to be commenced once approval by Principal/Client of Architects drawing is made. Redesign necessitated by subsequent Client/Architect changes to be at cost to Client on hourly time basis additional to lump sum fee.
- ix) Layout and Site Survey to be provided by Principal's Surveyor in both computer format drawing and signed hard copy.
- x) Liaison/approvals (if required) with Local Authority and Department of Environment and Heritage to be carried out by Project Manager/Architect.
- xi) We have not allowed for attendance to consultants' meetings or correspondence in relation to RFI's and will be charged on an hourly basis – refer to hourly rates schedule.

**Civil Design and Documentation – (Supporting Development Application)**

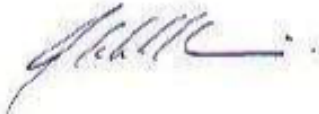
- xii) Provision of an Engineering Report to civil issues including
  - (a) Service plans showing concept designs for service locations for sewer, water and stormwater to be documented. This allows for liaison with Council to determine, legal point of discharge and external connection points for water and sewer.
- xiii) Stormwater Management Plan.
- xiv) Erosion and Sediment Control Plan

As a company, Cozens Regan Group Pty Ltd policy is to visually inspect every aspect of construction to enable compliance of certification at the end of construction to comply with local building services authority. We proudly place our name and reputation against the design and ensure this is carried through to completion of construction.

For your information please find attached a copy of our Professional Indemnity Insurance.

Should there be any aspect of this fee you do not understand or you would like to discuss the value of the fee, please do not hesitate to contact me.

Yours faithfully



J A WILLIAMS  
For and on behalf of  
COZENS REGAN GROUP PTY LTD

Enc: Terms of Agreement

# B&P Surveys

SURVEYING & PLANNING  
CONSULTANTS

Office: Tweed Heads  
Our Ref: E75035 PAW:snh

5 December 2016

LAND & BUILDING  
SUBDIVISIONS  
•  
CONSTRUCTION  
•  
DEVELOPMENT  
CONSULTANTS  
•  
PLANNING  
•  
GIS  
•  
URBAN DESIGN

Sandra Petretich  
61 Banora Boulevard  
BANORA POINT NSW 2486

Via email: [spetretich@hotmail.com](mailto:spetretich@hotmail.com)

Dear Sandra,

RE: FEE PROPOSAL  
LEVEL & DETAIL SURVEY  
LOT 488 IN DP788212  
BANORA BOULEVARD, BANORA POINT

Thank you for your invitation to submit an estimate for the undertaking of the required level and detail survey for the abovementioned property.

Involved scope of works to be undertaken:-

- Office work in searching of required cadastral, services and level information;
- Field survey in reinstatement of subject and adjoining property boundaries and connection to Australian Height Datum as necessary;
- Field survey in observation of level and detail information over subject land including existing dwelling and improvements, visible services and significant vegetation as requested;
- Office work in checking and reduction of field observations;
- Calculation of proposed subdivision areas;
- Office work in preparation of plan showing results of field survey at a suitable scale;
- Supply of plan in hard copy and electronic formats (DWG and PDF formats).

Our fee estimate: \$750.00 plus GST = \$825.00

We would welcome the opportunity to carry out the above survey on your behalf and should you wish to discuss any of the above information please contact the undersigned.



TWEED HEADS  
30 Beryl Street  
PO Box 327  
Tweed Heads NSW 2485  
Director  
Philip Wyper\*

P: (07) 5536 3611  
F: (07) 5536 3701  
E: [tweed@bpsurveys.com.au](mailto:tweed@bpsurveys.com.au)  
W: [www.bpsurveys.com.au](http://www.bpsurveys.com.au)

NERANG  
Ph: (07) 5596 0370  
Directors  
Bernard Nolan\*  
Keith Savage

MURWILLUMBAH  
Ph: (02) 6672 1924  
Director  
Brian Raanen\*

\*Registered Surveyors (NSW) & Registered Surveyors (Cadastral, Consulting) (Cld)  
BROWN & PLUTHERO PTY LTD ABN: 55 010 117 236 TRADING AS B&P SURVEYS ABN: 19 180 035 516



Principal: **Barrie Green**  
 B.Surv. (Unsw), M.L.S. (Aust)  
 REGISTERED SURVEYOR NSW  
 LICENSED SURVEYOR QLD

# LANDSURV PTY LTD

ABN: 58 101 069 363  
 INCORPORATING  
**MCLAUCHLAN SURVEYING & BROWN & HAAN**  
 REGISTERED LAND AND CONSTRUCTION SURVEYORS NSW & QLD  
 DEVELOPMENT CONSULTANTS

P.O Box 710  
 Tweed Heads NSW 2485

14 Enid Street  
 Tweed Heads NSW 2485

Telephone: (07) 5536 6467  
 Fax: (07) 5536 7489  
 Email: [macsurv@landsurv.com.au](mailto:macsurv@landsurv.com.au)

OUR REF: BG:TM

DATE: 1<sup>st</sup> December, 2016

Q U O T A T I O N	TO: Sandra Petretich – 61 Banora Boulevard, Banora Point	
	EMAIL: <a href="mailto:spetretich@hotmail.com">spetretich@hotmail.com</a>	(Ph: 0467-965101)
	FROM: Barrie Green	
	RE: Lot 488 DP788212 – 61 Banora Boulevard, Banora Point	
	Dear Sandra	
Thank you for the opportunity to quote for your surveying requirements at the above site. Our fees excluding GST are as follows:		
1	For establishment of preliminary boundary control, traversing, detailing of site and adjacent footway area and preparation of a detail plan showing spot levels, contours, structures, vegetation, adjacent buildings and visible services on Autocad and hard copy	\$850.00 + GST
We look forward to assisting you with this survey and are able to complete work within 3 days of notification. Please phone to discuss or complete the "Work Authorisation" below and return via fax on 07-55367489 or email: <a href="mailto:tracy@landsurv.com.au">tracy@landsurv.com.au</a>		
Regards, <i>Barrie Green</i>		
BARRIE GREEN REGISTERED SURVEYOR (NSW) / CADASTRAL SURVEYOR (QLD) DIRECTOR		
<b>"WORK AUTHORISATION"</b>		
I herewith authorise LANDSURV PTY LTD (McLauchlan Surveying) to proceed with the above survey as quoted.		
Name: ..... Signed: ..... Date: .....		

Other Offices:

Brown & Haan  
 Murwillumbah NSW

**PROUDLY SERVING THE TWEED AND GOLD COAST REGIONS FOR OVER 30 YEARS**

**Our Reference: Q20285**

16 February 2017  
Mrs Sandra Petretich  
Via email: [Sandra.petretich@gmail.com](mailto:Sandra.petretich@gmail.com)

Dear Sandra,

Fee Proposal  
Subdivision (1 into 2)

**61 Banora Boulevard, Banora Point**

I refer to your recent correspondence requesting a fee proposal for the project outlined above.

Planit Consulting is pleased to offer integrated planning services to secure the desired outcomes. The proposal requires Development Consent as a result of land use sought and designations of the Planning Scheme. A review of the planning provisions, layout and scope of issues indicates the necessity for the preparation of extensive investigations and reports. To minimise costs and time involved an accurately-made application is necessary.

Planit Consulting has extensive experience with the new planning process and a comprehensive working knowledge of the Tweed Shire Council's Planning Scheme. We are able to efficiently produce an effective set of documents to meet Council's requirements. We will liaise with Council throughout the application process and coordinate consultants in a 'coordinating consultant' role, with you as Project Manager if desired.

We are pleased to submit the following information for consideration and are able to commence work on this project immediately.

Please find attached our fee proposal for your consideration. Should you have any queries in relation to our proposal, please do not hesitate to contact me at our office on (02) 6674 5001.

Kind regards

**Simon Halcrow**  
**Senior Town Planner**  
**PLANIT CONSULTING Pty Ltd**

QUEENSLAND | NEW SOUTH WALES | VICTORIA | NORTHERN TERRITORY

PROJECT MANAGEMENT | TOWN + ENVIRONMENTAL PLANNING | LANDSCAPE ARCHITECTURE | ENGINEERING

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## Fee Proposal Specifications

### 61 Banora Boulevard, Banora Point

The various components of the project are outlined below:

#### 1. Planning Report and DA Submission

The following items are considered necessary to satisfy this component:

##### Planning Report

*The Planning Report addresses Council town planning and environmental provisions.*

##### Action Required

- Site analysis;
- Production and submission of a planning report addressing the following issues:
  - Town planning provisions;
  - Landscaping;
  - Built form;
  - Environmental issues (including flooding, flora and fauna);
  - Traffic and access issues;
  - Services (sewer and water);
  - Visual and amenity issues;
  - Development details (including layout, density, building area, location of roadways, carparks, staging details, etc.);
  - Slope and slope stability;
  - Noise;
  - Contamination; and
  - Liaison with client and Council officers (including an initial pre-lodgement meeting).

#### 2. Information and Referral Stage

- Attendance upon application items following lodgment. The following items are considered necessary to satisfy this component:

##### Action Required

- Preparation and submission of any additional information requested by Council (if required)
- Progressive follow up of the consent with Council to ensure a timely delivery of the consent.
- Attendance upon client enquiries and requests relevant to the project

## Costs

Planit Consulting's fees exclusive of GST are outlined below.

Stage	Fee
	Town Planning \$5,000.00
1. Planning Report & DA Submission	Subtotal \$5,000.00
2. Information and Referral Stage	Work billed at an hourly rate as per below
Meetings*	Work billed at an hourly rate as per below
Site Inspections**	Work billed at the rate as per below **

Hourly Billing Rates	
Director	\$250 per hour
Senior Town Planner / Landscape Architect / Environmental Scientist	\$220 per hour
Town Planner	\$140 per hour
Administration	\$80 per hour

\* One meeting is covered by the identified fee. All other meetings during Stages 1 & 2 will be billed separately from the fee stated. Client consent to Planit Consulting's attendance at meetings is sought prior to attendance.

\*\* Site Inspections - \$400 + GST (inclusive of travel costs) per inspection

Planit Consulting does not charge for day-to-day, out-of-pocket expenses such as telephone communications and the initial client meeting. Expenses for the production of the report(s) (eg. photocopying, printing, binding, facsimile and postage) will be billed at cost. Depending upon your requirements Planit Consulting can compile the complete application (including all consultant reports) or alternatively submit our component of the application to yourself for compilation. It is expected that a minimum of five copies of the report will be required.

## Fee Schedule

This quotation is based on current information. Should an issue be identified subsequent to this submission which impacts significantly on work required to carry out this proposal, amendments to the fee will be considered. This quotation is valid for 30 days and is to be treated as *commercial in confidence*.

The following fee schedule is applicable. Figures exclude GST:

1. 25% of total fee payable within 14 days of acceptance of fee proposal

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2. Monthly invoice issued for works performed payable within 14 days of invoice date. Balance of fee invoiced on completion of works and prior to lodgement of application payable within 14 days of invoice date.

Please Note: Should you fail to meet the fee schedule requirements, Planit Consulting reserves the right to cease work and withhold/withdraw any reports or information produced by Planit Consulting Pty Ltd.

All payment claims are made under the Building and Construction Industry Payments Act (2004) Queensland

**Bank Details**

- Planit Consulting Pty Ltd
- National Australia Bank
- BSB – 084 917
- Account Number – 571 334 012

**Additional Costs**

Please note that the above fee proposal does not include:

- Costs associated with the production of reports;
- Statutory application fees i.e. Council or other authority fees;
- Costs associated with searches etc.;
- Essential Energy and Telstra Notice of Arrangement charges;
- Amendments required due to plan changes after final ‘fixed’ plans are received; and
- NSW Department of Planning BASIX Certificate Fee; these fees are currently:

Type of Development	Maximum Fee
Single Detached dwellings	\$50
Dual Occupancies, Multi dwelling housing (other than residential flat buildings) and attached dwellings	
For the first 2 dwellings, and	\$80
For each dwelling more than 2 dwellings	\$35
Residential Flat Buildings	
For the first 3 dwellings, and	\$120
For each dwelling more than 3 dwellings	\$20
Alterations and additions to BASIX affected buildings	
Each dwelling	\$25

Planit Consulting does not charge for day-to-day, out-of-pocket expenses such as telephone communications and the initial client meeting. Expenses for the production of the report(s) (eg. photocopying, printing, binding, facsimile and postage) will be billed at cost (outlined below).

### Couriering/Posting Reports

At Cost

#### Printing Charges

Facsimile:	\$0.60 per sheet
Printing/photocopying @ A4 black & white:	\$0.20 per sheet
Printing/photocopying @ A4 colour:	\$1.75 per sheet
Printing/photocopying @ A3 black & white:	\$0.40 per sheet
Printing/photocopying @ A3 colour:	\$3.50 per sheet
Spiral binder and protective covers:	\$4 (40mm), \$2 (12mm)
Burning reports to compact disk	\$5 per disk

Depending upon your requirements Planit Consulting can compile the complete application (including all consultant reports) or alternatively submit our component of the application to yourself for compilation.

#### Professional Fees

If for any reason either the engagement is terminated, or materially altered, Planit will be entitled to charge for fees incurred to that point in time on a time basis at standard rates.

#### Confidentiality

Both Planit Consulting and you agree to take reasonable steps to maintain (within our respective organisations) the confidentiality of any proprietary or confidential information of the other.

If you wish to provide a third party with copies of Planit Consulting reports, letters, information or advice, then Planit Consulting reserves the right to:

- Set the terms on which those copies are given or used; or
- Require the third party to enter into a direct relationship with us.

It is acknowledged the final report is to be provided to Tweed Shire Council for assessment.

#### Intellectual Property Rights

Planit Consulting retains all copyright (and other intellectual property rights) in everything it develops (or is involved in developing) either before or during the course of an engagement - including systems, methodologies, software and know-how. We also retain all copyright (and other intellectual property rights) in all reports, written advice or other deliverables we provide to yourself - although you will have the full right to use these materials within your own organisation. If you wish to use these materials outside your own organisation, you must first obtain Planit's written permission.

#### Acknowledgment

Planit would be pleased to undertake this assignment and will commence work on confirmation that the terms and conditions of the assignment as set out above are accepted. Accordingly, we request that you sign and return to us a signed copy of the attached copy of this letter as soon as possible to confirm your understanding of the basis of our engagement.

Ref: 17.02

29 March 2017

[www.tweedtownplanner.com.au](http://www.tweedtownplanner.com.au)

Ms Sandra Petretich

*Sent via email: [sandra.petretich@gmail.com](mailto:sandra.petretich@gmail.com)*

Dear Sandra,

**Fee Proposal for Town Planning Services - Development Application for proposed two (2) lot subdivision at 488 DP 788212 (No. 61) Banora Blvd, Banora Point.**

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I refer to the above and thank you for the opportunity to provide a fee proposal for the provision of town planning services for your project.

Below are details of the proposed brief/scope of work, information that I would require to complete the brief, the proposed fee and timing.

**1. Brief / Scope of Works**

The proposal requires development consent pursuant to the Tweed Local Environmental Plan 2014 (TLEP 2014). Consequently, it will be necessary for you to lodge a development application (DA) with Tweed Shire Council (TSC). The DA would need to be prepared in accordance with the requirements of the NSW Environmental Planning and Assessment Act 1979 (EP & A Act).

Essentially, the brief for the proposal is to provide the necessary town planning services to ensure the preparation of an adequate DA.

It is expected that the brief/ scope of work would involve the following tasks:

- a. Review of background information, relevant planning controls and DA drawings;
- b. Project initiation meeting with client or client representative;
- c. Site inspection;
- d. Consultation as necessary with TSC and any other relevant planning authorities. Please note that this does not include any meetings with these authorities;
- e. Liaising with other project consultants as necessary including reviewing plans, reports etc. This does not include any formal meetings with other consultants;
- f. Preparation of a Statement of Environment Effects (SEE) (Planning Report) in accordance with the requirements of the EP & A Act 1979. This report will address statutory and non-statutory planning policies and development issues. A draft version of the SEE would be provided for your review prior to it being finalised;

- g. Provision of one (1) hard copy and one electronic version of the SEE and accompanying documents;
- h. Completion of the necessary DA forms and checklists suitable for lodgement at Council, and
- i. Lodging the DA.

## 2. Required Information

To complete the Brief, I would require:

- Plans of the proposal in a format suitable for DA lodgment (electronic and hard copies);
- Any sub-consultant reports and documents deemed necessary. The extent of specialist sub-consultant assistance will become evident during the planning phase, however, at this stage it would appear that sub-consultant assistance would be required with respect to:
  - Preparation of a subdivision plan by a surveyor.
  - Engineering Report addressing earthworks, erosion and sediment control, stormwater management, access, water, sewer and other services etc.

## 3. Fees

A fixed fee of **\$2600** (GST not applicable) is proposed to carry out the brief outlined in Section 1. This fee excludes any item not listed in Section 1. This may include, but is not limited to; meeting(s) with Tweed Shire Council, government authorities or other individuals (not referred to in Section 1), alteration of reports as a result of changes to the proposal or plans (other than minor changes), or any further work following lodgement of the DA. You would also be responsible for the payment of Council application fees and sub-consultant reports.

This fee is also based on the assumption that the proposal will comply with Councils Development Control Plan requirements and the standards contained in the Tweed LEP 2014. If variations are required (other than the minor variation outlined in your email dated 27 March 2017) the required variation report would be charged at the quoted hourly rate.

The fee is payable as follows:

- 10% upon commencement of the consultancy ie. \$260.00
- 90% upon issuing the Statement of Environmental Effects to the client, ie \$2340.00

Please note that interim claim(s) may be invoiced if there are any delays in completing aspects of the brief, which are beyond the responsibility of Kellie Shapland Town Planning.

Any further work after lodgement of the DA or outside the agreed brief, subject to, your instructions, would be charged at a rate of **\$150.00 per hour** (GST not applicable).

#### 4. Specific Conditions

- Written confirmation of this proposal by the client or authorised representative of the client is required before work can commence.
- Payment is to be made within seven (7) days of the date of the Invoice being issued.
- One review of minor changes proposed by the client is included in the fee. Substantial or multiple changes, and alterations of significant nature will be considered outside the scope of this proposal and charged at the quoted hourly rate unless a new fee proposal or other arrangement is negotiated.
- This proposal does not include fees payable to sub-consultants, or to local government or other authorities. In the event that additional fees are to be paid to sub-consultants or authorities, it is asked that you make any arrangements for engagement and payment directly with the relevant parties.
- If the client decides not to proceed with the application (for any reason), prior to completion of the SEE, the client will be responsible for payment for work completed to date, based on the quoted hourly rate. The terms of payment will be 7 days from the date of the tax invoice.
- Until full payment is received for services rendered, all reports and documentation prepared by Kellie Shapland Town Planning (KSTP) remain the property of KSTP and cannot be copied or used for any purpose without the specific written approval of Kellie Shapland.
- These fees are applicable for a period of 6 months.

#### 5. Timing

Preliminary work can commence immediately upon receiving your written advice to proceed, and a draft SEE can be provided for your review within four (4) weeks of receiving the information referred to in Section 2 above.

#### 6. Agreement

*If this Fee Proposal is acceptable to you, please complete the required details at the end of this document and then return a copy of the final page so that work may be commenced.*

In the absence of a signed copy of this Fee Proposal, further instructions to proceed within the scope of work will be interpreted as acceptance of the Fee Proposal.

Please do not hesitate to contact me if you require any further information in relation to this matter.

I look forward to hearing from you in due course.

Yours faithfully,



**Kellie Shapland | Principal**  
BUrbRegPlan(Hons) | RPIA



5 April 2017

Our Ref: PET 17/52

Sandra Petretich  
61 Banora Boulevard  
Banora Point NSW 2486

Dear Sandra

**Fee Proposal – Preparation of a Development Application for a Two Lot Subdivision  
of Lot 488 DP 788212 No. 61 Banora Boulevard, Banora Point**

As requested on 3 April 2017, we have pleasure in submitting our fee proposal in respect of the above project. We understand that that your proposal is to undertake a two lot subdivision of the site, retaining the existing dwelling house on proposed Lot 2.

On that basis, our fee proposal for the project is as follows:

**Schedule of Fees**

Scope of Work	Fee (Incl. G.S.T.)
1. Allowance to co-ordinate preparation of the application with other consultants, including preparing a written brief and obtaining fee proposals;	
2. Allowance to review and comment on <b>one (1)</b> set of draft plans and reports from each consultant;	
3. Preparation of a Development Application including a Statement of Environmental Effects, addressing all relevant statutory planning matters normally required by the consent authority;	
4. Electronic lodgement of the Application with Tweed Shire Council.	\$ 3600.00
<b>TOTAL FEE</b>	<b>\$ 3600.00</b>
G.S.T.	\$ 360.00
<b>TOTAL (INCL. G.S.T.)</b>	<b>\$ 3960.00</b>

## Terms and Conditions for Professional Services

Our fee proposal is based on the following:

### 1. Fixed Fee Scope of Work

Our fee proposal **includes** all matters, as per the above "scope of works".

It **does not include** any additional tasks, meetings, reviewing of, or advice on plans, specialist reports, project co-ordination, application fees, document reproduction costs, specialist consultant's fees or any works completed after lodgement of applications to consent authorities, other than those items stated in the above scope of works. We would be happy to undertake any additional tasks as required, at our normal hourly rates or on a fixed fee proposal basis which are available upon request.

**In addition**, legal work, including affidavits, preparation of Statement of Evidence, Joint Conferencing, Section 34 Conciliation Conferences, appeals, court attendance and providing evidence as an expert witness, site views, amongst other things, will also be the subject of a separate fee proposal.

### 2. Specialist Reports and Plans

The following specialist reports and plans will be required to accompany the Development Application.

- (a) A Detailed Survey Plan of the site and adjacent land and a Plan of Proposed Subdivision (use B & P Surveys Plan 21785D, 19 December 2016 and B & P Surveys Plan 21782D, 19 December 2016);
- (b) A Civil Engineering Report addressing access, water supply, sewerage, stormwater discharge, an Erosion and Sediment Control Plan, Preliminary Stormwater Drainage Design and Stormwater Management Plan and compliance with Tweed Development Control Plan 2008, Section A5 – Subdivision Manual;
- (c) An Acoustic Report addressing compliance with Clauses 7.9 of Tweed Local Environmental Plan 2014 and AS2021-2015 (20 – 25 ANEF Contour);
- (d) Any other reports required by Tweed Shire Council or State Agencies.

Please make arrangements with each individual consultant to provide the correct required PDF copies of specialist reports and/or plans for lodgement with the consent authority.

**NB: If PDF copies of each specialist reports and/or plans are not provided in accordance with Tweed Shire Council's lodgement requirements, additional costs will be incurred in addition to the above fixed fee for DAC Planning Pty Ltd to produce such copies.**

**All plans must be drawn to the scale prescribed in Council's Development Application Checklist which is available on the Council website. All electronic files are to be no greater than 10mb in size.**

**Council will not accept lodgement of an application which is not accompanied by plans drawn to the correct required scale or electronic files which are greater than 10mb.**

**DAC Planning Pty Ltd – Photocopy, Report Production & Other Charges are as follows:**

### Photocopying

A4 (BW) @ 0.25c per copy  
A4 (Colour) @ \$1.35 per copy  
A3 (BW) @ 0.40c per copy  
A3 (Colour) @ \$2.60 per copy

### Document Production

Large Folders @ \$25.00 per folder  
Small Folders @ \$20.00 per folder  
A3 spiral bound documents of plans @ \$ 10.00 per document

CD Production – \$5.00 per CD

### Searches

Title Search (ownership)	\$ 20.00
Section 88B Instrument Search	\$ 20.00
Deposited Plan Search	\$ 20.00

NB: Photocopy, Report Production & Other Charges are inclusive of G.S.T.

Our firm requires a minimum of **5 working days**, from the date on which we are provided with all relevant specialist reports and plans, to finalise the Statement of Environmental Effects and lodge the Development Application.

### **3. Review of Professional Fee/Rates**

Professional Fee/Rates will be reviewed from time to time, normally half yearly on 30 June and 31 December, and will be varied as may be appropriate. This variation may increase the amount of the fee proposal.

We reserve the right to review our fee for services should the project extend beyond a period of **3 months** from the date of instruction.

Our fee proposal is also subject to review/change to reflect any material changes in planning instruments or legislation. If such changes occur our fee proposal shall be adjusted to accommodate such changes.

### **4. Commencement Fee**

Payment of a commencement fee of **\$1200.00 (Incl. G.S.T.)** is required prior to work proceeding on the project.

### **5. Timing of Payment & Tax Invoices**

A Tax Invoice for the above commencement fee paid will be issued upon receipt in DAC Planning Pty Ltd's bank account.

Monthly progress payment tax invoices will be issued for work completed on the project.

Our terms for payment of progress payment Tax Invoices is **Strictly 30 days** from the date of issue.

DAC Planning Pty Ltd requires **full payment** of the **balance of fees owing** for the project prior to lodgement of any application with the relevant consent authority or issue of any reports or advices.

**6. Term of Fee Proposal**

Our fee proposal remains valid for a period of **3 months only**.

**7. Timing of Project**

Due to the firm's current workloads it is expected that commencement of work on this project would be five working days from the date we receive the enclosed executed "Instruction to Proceed" form and the commencement fee.

**8. Insurance**

Details of our insurance policies are as follows:

Cover Type	Limit of Liability	Insurer and Policy No.	Expiry Date
Professional Indemnity	\$ 3,000,000 (Each and Every Claim)	Lloyds of London Via PPRUA Policy No. 07PL1002387/03	Sept 2017
Public Liability	\$ 20,000,000	Resikum Pty Ltd. Policy No. AMY 0505834	Sept 2017
Workers Compensation	Requirements of the Act.	Employees Mutual Indemnity (W.C. Ltd) Policy No. W73151016	Sept 2017

We thank you for the opportunity to provide our fee proposal and trust that it is to your satisfaction. To accept our fee proposal and to enable us to commence work on this project **please complete and execute the attached "Instruction to Proceed" form** and return it to us together with the commencement fee of **\$1200.00 (Incl. G.S.T.)** at your earliest convenience.

Please do not hesitate to contact Darryl Anderson should you have any queries in relation to this matter.

Yours faithfully  
DAC Planning Pty Ltd

  
Darryl Anderson  
Director

Encl.