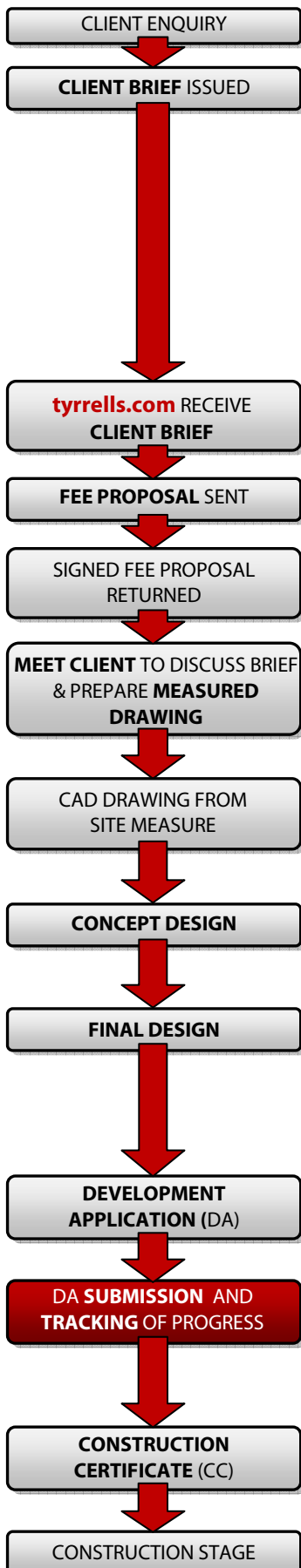


THE PLANS & APPROVALS PROCESS



Client contacts **tyrrells.com** to start their renovation or new building project.

The Client Brief contains important information for you to accurately assess the likely building costs, as well as being able to see up front what the costs will be for the design, documentation & approvals process.

You also have the opportunity here to provide us with detailed information on your requirements, objectives & goals for the project, allowing us to tailor the design to your individual needs.

The Client Brief contains design & documentation packages that suit each stage of the plans & approvals process. These packages are offered to you as an 'easy to understand' option, or if you wish, you can look to complete some of the steps yourself. Let us know if this is something you may be interested in.

Once you have completed the Client Brief, send it back to **tyrrells.com** for processing

A fee proposal letter is prepared as confirmation of costs, based on information provided by you in the client brief.

We meet you on site to discuss the brief, view the existing building and prepare a measured drawing (all appropriate information is obtained where possible including a comprehensive photographic record). Additional costs will be incurred if the site measure cannot be completed at the same time as the client meeting.

This information (in conjunction with a surveyor's contour plan) is used to produce CAD plans of the existing building, and forms the basis for the concept design.

Concept design is a simple floor plan that outlines rooms and spaces. The concept design incorporates information gathered at the site meeting, and it is illustrated clearly so that you can see the end result. You are invited to mark up changes at this stage before the final design is completed.

Feedback received at the concept design stage is used to produce the final design. Drawings are completed, indicating doors, windows, fixtures, etc, and presented in colour. Elevations & perspectives are also produced at this stage to give a clear understanding of the building form. Again, you have the opportunity here to request changes, however after this point, further changes to the plans or elevations may attract additional fees.

Once the final design is signed off, drawings will be completed to DA standard. Supporting information as required by the approval authority will also be prepared in accordance with the fee proposal.

DA documents are collated & submitted to the relevant authority (usually local council) with the associated application fees, where they are assessed. **tyrrells.com** can submit the documents to the authority, track the DA through the assessment process, & report regularly back to you on the progress.

Construction Certificate documentation (including the plans required) can either be completed for private certification (after receipt of development approval), or submitted as a combined application with the DA.

Additional information can be provided for construction, including a window schedule & suite of generic details, as well as an option for tyrrells.com to provide quality assurance and advice during the project. See the **Building Process** flowchart.