

29 August 2023

Lotus Design & Construct

Dear Poehchacker,

Re: Provision of Building Certification Services for Proposed Alterations to Existing Industrial Building & Internal Tenancy Fitout of Office at Unit 2, 47-49 Owen Creek Road, Forest Glen
Quote Reference Q0003342

Thank you for the opportunity to submit this fee proposal for building certification services for the above project. O'Brien Building Consultants Pty Ltd specialise in all facets of regulatory consulting and statutory administration associated with residential and commercial projects.

Please find attached a copy of our fee proposal for the above mentioned project together with a copy of our standard application form. Should you wish to proceed with this project please sign the quote acceptance (below), complete our application form and return to us for processing.

Scope of Professional Services

Further to our discussions and your submitted documentation, we understand the scope and limit of our engagement to be as follows: Building Certification / Building Surveying Services

Fee Proposal

Our fee proposal for the above is as follows:

Description	Net Amount	GST	Proposed Fee
Assessment and Issue of Development Permit for Building Works (Building Approval)	\$1,350.00	\$135.00	\$1,485.00
Final Inspection	\$250.00	\$25.00	\$275.00
Subtotal	\$1,600.00	\$160.00	\$1,760.00
Description	Net Amount	GST	Proposed Fee
Council Document Lodgement Fee	\$125.00	\$0.00	\$125.00
Subtotal	\$125.00		\$125.00
Total			\$1,885.00

Exclusions

The following costs are not included and may apply, only if requested by the applicant as a separate engagement:

- Any required referral application/s for building over / near service provider's underground infrastructure
- Any assessment of a performance based solution

Terms of Engagement

Our terms of engagement are based on the following:

1. Your confirmation of acceptance and the application for a building permit must be received within 60 days of the date of this proposal (additional costs may apply after this time);
2. The structural certification of the project will be undertaken by others (i.e. the design engineer);
3. A minimum of 24 hours notice is required prior to booking mandatory building inspections;
4. Invoices will be sent to your office and made payable upon receipt.
5. All of the building/occupancy permit fees and levies must be paid in full prior to permit issue for each stage in accordance with the Building Act.
7. Should the application be cancelled/withdrawn (dis-engaged) after a Request for Information (RFI) has been issued, fees available for refund will reflect the work already undertaken and be a maximum of 50% of the assessment fee.

We hope this fee proposal is satisfactory and look forward to discussing the project further with you in the near future.

Should you have any queries regarding the above please contact me on 0402 417 088 at your convenience.

Yours sincerely,



Peter O'Brien BSc (Hons) MRICS
Director

ACCEPTANCE / BILLING DETAILS

Quote Ref:	Q0003342
Project Description	Alterations to Existing Industrial Building & Internal Fitout of Office
Project Address	Unit 2, 47-49 Owen Creek Road Forest Glen QLD

We hereby accept the fee proposal for this project inclusive of all the terms, conditions and limitations dated and authorise O'Brien Building Consultants Pty Ltd to commence building surveying functions after receipt of the application form, copy of certificate of title and plans for the project.

We acknowledge that the building permit fees will be invoiced upon receipt of the application and payable in full prior to issue of the permit. We also acknowledge that should the project be delayed or not proceed to permit issue, we will be liable to pay O'Brien Building Consultants Pty Ltd for professional services carried out and disbursements incurred to that point in time.

Accepted By

Name	
Company	
Address	
Contact Number	
Email	

Billing Details

Billing Name	O'Brien Building Consultants Pty Ltd
Bank	Commonwealth Bank of Australia
BSB	064 171
Account #	1049 4922
ABN	75 804 493 997

Signature		Date	
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Please send this acceptance back to O'Brien Building Consultants Pty Ltd via email info@obrienbuildingconsultants.com together with the completed application form below.

New Building Approval Application Form

Applicant Details

Name: _____ Company: _____
Postal Address: _____
Phone: _____ Email: _____

Builders Details (if known)

Name: _____ Qld License Number: _____
Phone : _____ Email: _____

Invoicing Details

Name: _____ Postal Address: _____
Phone: _____ Email: _____

Site Details (Mandatory)

Street Address: _____ Suburb: _____
Lot and Plan #: _____
Current Use: _____ Proposed Use: _____

Description (Mandatory): Please Mark X

1. New construction:
2. Alterations /Additions:
3. As Built:

Dollar Value of Work \$: