



## Fixed Price Extensions & Canberra Granny Flat Builders Design Agreement and Design Process

Client Name

Project name

Dear **Firstname**,

Thank you for the opportunity to provide you with your Planning Assessment Report for your property at **Project Name**.

The purpose of this document is to outline the next step in the process to create your ideal secondary residence or fixed price extension with Fixed Price Extensions and (FPE) Canberra Granny Flat Builders (CGFB).

### **Creating your ideal design.**

For an investment of **\$3500 inc GST**. You will receive a detailed Project Proposal which includes a full set of design plans including elevations, floor plans and 3D images of your dwelling. Your design will be quality assured to comply with all ACT Building and/or Development Approval criteria.

If you choose to build with us within 60 days of your project proposal date, as outlined in the proposal document we send, we will absorb the design agreement fee. You will not have to pay the \$3500 design fee; however, you will still be responsible for the \$1100 site survey.


Please use Form 1 at the end of this document should you decide to continue with the process of designing and pricing your secondary residence or fixed price extension project with our team at CGFB.

In addition, we will waive the \$750 if you also agree to allow one of our Street Signs to be placed on your property for the duration of the Design Phase. Please use Form 3 to indicate if you would like us to waive the \$750 fee.

**ACT Government Mandatory Contours Survey** the ACT Government mandates we undertake a detailed contours survey with a registered surveyor. You will own this site survey and the investment is \$1100 in addition to the design agreement.

We have included a detailed list of frequently asked questions for your convenience. If you would like to proceed in designing the how to is explained in this document.

Thank you



Nick Constable | Director and Licensed Builder



## Next steps:

If you wish to proceed to the design phase, please complete Form 1: Custom Design Agreement, which is attached at the end of this document.

Once we have received signed Form 1 as well as your options on Form 3 (waived marketing fee \$750 and Contour Survey request option), several activities are initiated. The first of which will be sending you forms 2 and 4, which are required to be signed by hand (ACT Government requirements). These forms are:

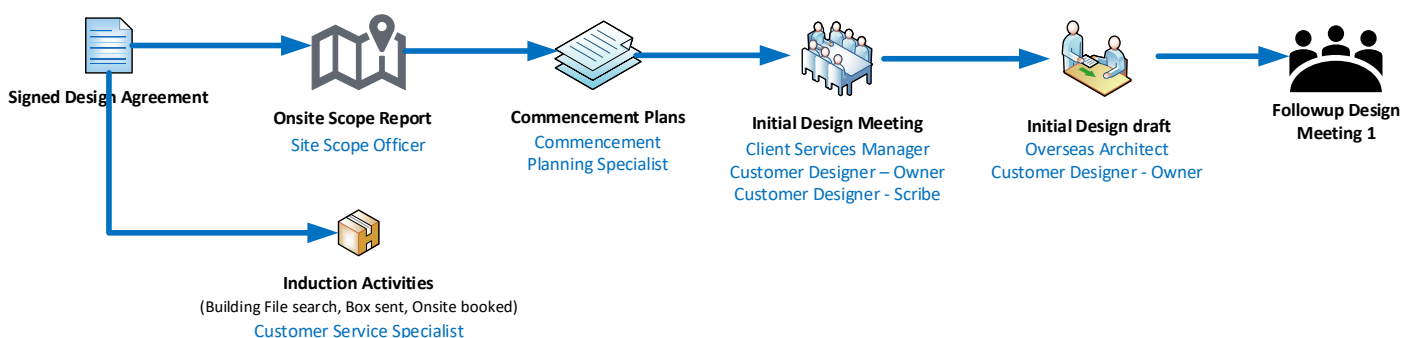
**Form 2:** Building File Search Authority

**Form 4:** Icon Minor Works Form

These two forms will be couriered to you with instructions on how to return them. Example documents are included at the end of this document. Please note that forms 2 and 4 cannot be signed through DocuSign and must be signed when the physical copies are sent.

We plan to have the initial design meeting at your premises with you within the first 14 working days from receiving your signed design agreement. A follow up meeting will be planned for 16 days after the initial meeting and then every week until all parties agree the design is complete.

At the end of the Design Process, you will be asked to 'sign off' on the floor plans. This will allow CGFB to calculate the total investment value of your secondary residence or fixed price extension.



If you have any questions, please email – [info@cgfb.com.au](mailto:info@cgfb.com.au) or call us on 1300 979 658.

## Custom Designs

A custom design is a unique design we create for you based on your specific needs and requirements. You will have unlimited opportunities to make minor adjustments as you refine your floorplan and elevations. Please note, should you decide to change the direction of your project after the second revision in a totally and unrelated direction (ie: secondary residence to attached extension, or knock-down rebuild, or vis-versa for example), this may involve additional service fees. Your customer designer will ensure you are aware of any service fee changes upfront.

In relation to extension designs, using connector-based systems prove to be very efficient and provide value for customers as alterations to the roof systems and structural walls are significantly minimised. We encourage customers to consider the benefits of using this alternative based approach.

## CGFB and FPE Street Signs

To keep our fees as low as possible, we ask that you agree to place a street sign on your property which contributes to our marketing and competitive exposure. Our street signs are of a high quality and are placed during the Designs phase so we can obtain the maximum exposure.

The signs will be installed by our experience installer and will be checked regularly for maintenance and repairs. The signs are professional and provide much needed exposure for our small business growth, and we have estimated savings of thousands of dollars in advertising, which ultimately benefits our clients through lowering our services fees.

Of course you can elect to not have a street sign installed, but this will attract an additional \$750 to your Design Agreement services fee.

## Mandatory Contours Survey

In order to lodge a development or building application in the ACT, we will require a contour survey of your block.

You can choose to either have the survey organised by CGFB or provide your own survey.

If you choose to have CGFB organise your survey, there is a minimum fee of \$1100 to cover the cost of a professional site survey. These fees are dependent on block size and complexity and can vary between \$1100 and \$2400. This cost will be invoiced along with the cost of your design agreement.

If you choose to organise your own survey, we will require both the PDF and DWG files the surveyor provided you. If you are unable to provide the DWG file, you will require a new survey. The survey must be dated within the last 12 months, otherwise it will be considered invalid and require updating.

## The scope of plans and documents we will create for you

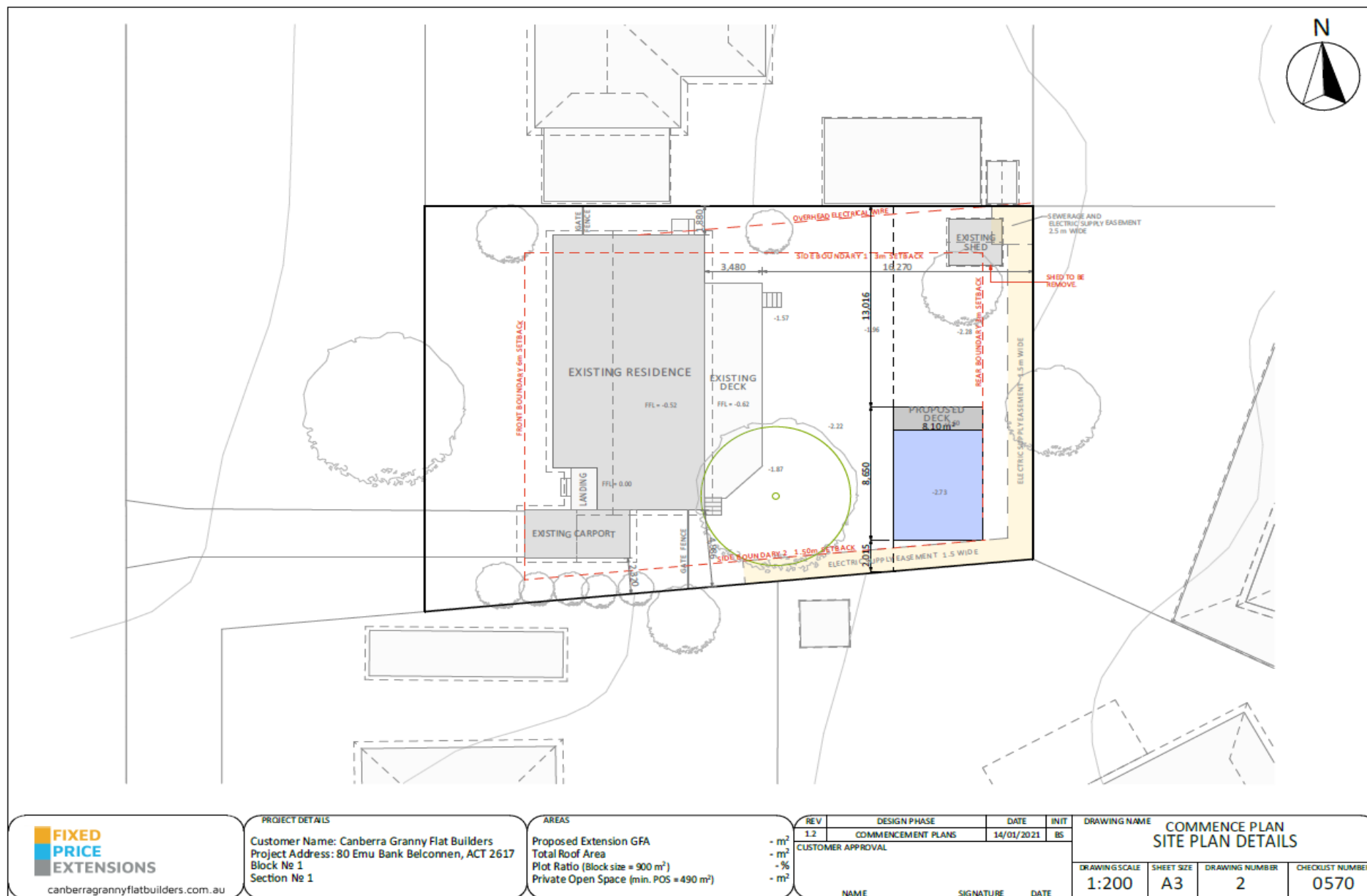
Document/Process	Custom Design
Site Scope Report	Yes
Project Proposal	Yes
Existing site aerial plan	Yes
Building zone plan	Yes
Solar and building envelope plan	Yes
Snapshot 2D image of design (PDF)	Yes
Elevations Plans (North, South, East, West) (PDF)	Yes
Area Plan (PDF)	Yes
Access and Mobility Plan (secondary residences)	Yes
Demolition Plan (PDF)	Yes
Site Map (PDF)	Yes
Dimensional Floor Plan (PDF)	Yes
Furniture Floor Plan (PDF)	Yes
Public Register Floor Plan (PDF)	Yes
Services Plan	Yes
Erosion and Sediment Control Plan	Yes
High quality 3D Render	Yes
Solar analysis video of new design	Yes
Shadow diagrams (Winter)	Yes
Living infrastructure plan	Yes
Limited to two changes	<b>Unlimited</b>
Architectural files (ArchiCAD) or DWG	<b>N/A</b>

Your design will be quality assured to comply with all ACT Building and/or Development Approval criteria.



Commencement plans: Example





## NOTES:

- Front Zone
- The Front Zone is usually the area between the Front Boundary and the Building Line. The Building Line can be determined using the rule below.
- If the minimum setback requirement is greater than the distance to the building line, then it is this distance that will determine the Front Zone. This is rare. Typically, the minimum setback from the front boundary is 6m.
- The Front Zone can also not have a length greater than 10 metres into the block. Again, this is rare.
- Building Line
- This is a line down parallel to the front boundary along the front face of a building, or through the point on the building which is closest to the front boundary.
- A terrace, landing, porch, balcony, deck or verandah that is more than 1.5 metres above finished ground level or is covered by a roof is deemed to be part of the building. A fence, courtyard wall or retaining wall is not deemed to be part of the building.
- Primary Building Zone
- The area between the front zone and a line projected 12 metres from this zone.
- Rear Zone
- The area of the block behind the Primary Building Zone
- Perpendicular line from boundaries
- A line drawn at a right angle (90 degrees) from the boundary.
- This does not need to be completed if there is no adjoining residential block
- Line with a Bearing of North
- A line drawn that goes directly north
- This should be drawn from the same point that the Perpendicular line from the Boundary is drawn.
- This does not need to be completed if there is no adjoining residential block
- Angle between the Line with a Bearing of North and Perpendicular line from Boundary
- The angle measured between these two lines
- This angle should always be less than 180 degrees

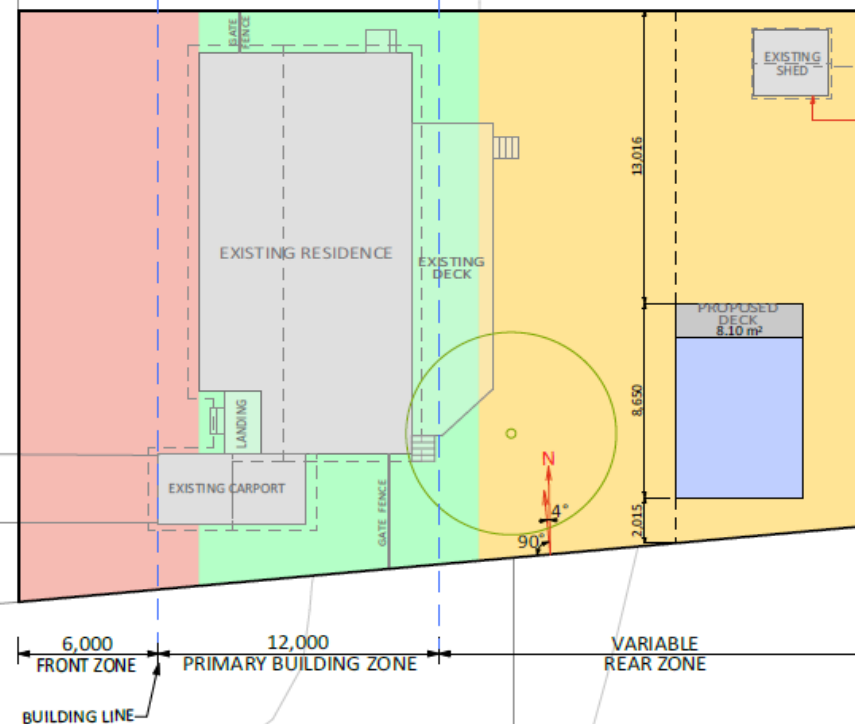
## LEGEND

### SYMBOL DESCRIPTION

- BUILDING LINE
- SETBACK LINE
- FRONT ZONE
- PRIMARY BUILDING ZONE
- REAR ZONE

LINE WITH A BEARING OF NORTH  
TO ESTABLISH SOLAR BOUNDARY ENVELOPE

Point to North  
angle  
Perpendicular to boundary



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### PROJECT DETAILS

Customer Name: Canberra Granny Flat Builders  
Project Address: 80 Emu Bank Belconnen, ACT 2617  
Block No 1  
Section No 1

### AREAS

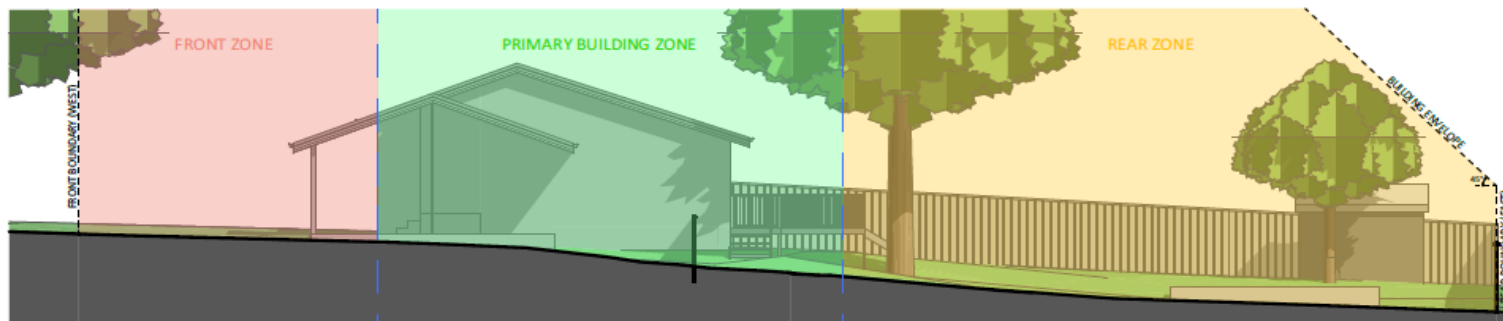
Proposed Extension GFA  
Total Roof Area  
Plot Ratio (Block size = 900 m²)  
Private Open Space (min. POS = 490 m²)

- m²  
- m²  
- %  
- m²

REV	DESIGN PHASE	DATE	INIT
1.2	COMMENCEMENT PLANS	14/01/2021	BS
CUSTOMER APPROVAL			
NAME	SIGNATURE	DATE	

DRAWING NAME			
COMMENCE PLAN BUILDING ZONE PLAN			
DRAWING SCALE	SHEET SIZE	DRAWING NUMBER	CHECKLIST NUMBER
1:200	A3	3	0570





## NOTES:

### Building Envelope

- **Large Blocks (Greater than 500m<sup>2</sup>)**
  - This rule applies to side and rear boundaries
  - Building Envelope Fence Height - 3.5m
  - Angle of projection from Building Envelope Fence - 45 Degrees

- **Mid-Sized Blocks Approved after 5 July 2013 (250m<sup>2</sup> to 500m<sup>2</sup>)**
  - This rule applies to side and rear boundaries
  - Building Envelope Fence Height - 3.5m
  - Angle of projection from Building Envelope Fence - 45 Degrees

- **Mid-Sized Blocks Approved before 5 July 2013 (250m<sup>2</sup> to 500m<sup>2</sup>)**
  - For North Facing Boundaries of Adjoining Residential Blocks (see the below definition):
    - Building Envelope Fence Height
      - Primary Building Zone - 2m
      - Rear Zone - 2m
    - Angle of Projection from Building Envelope Fence
      - Primary Building Zone - 45 Degrees
      - Rear Zone - 30 Degrees

⚠️ **Note:** If we are building on the boundary there can be different rules. Consult with Planning Approvals Manager.

- For all other boundaries of adjoining residential blocks
  - Building Envelope Fence Height
    - Primary Building Zone - 4.5m
    - Rear Zone - 3.5m
  - Angle of Projection from Building Envelope Fence
    - Primary Building Zone - 45 Degrees
    - Rear Zone - 30 Degrees

○ For this rule: North Facing Boundary means a boundary of a block where a line drawn perpendicular to the boundary outwards is orientated between 30 degrees east of north and 20 degrees west of north. This is only for Mid-Sized Blocks Approved before the 5 July 2013

### Solar Building Envelope

#### Large Block, if Approved Before 5 July 2013

- The Solar Building Envelope Rule applies to any Northern Boundary of an adjoining residential block.
- Height of the Solar Fence is:
  - In the Primary Building Zone - 2.4m
  - On all other parts of the boundary - 1.8m

#### All Blocks, if Approved After 5 July 2013

- The Solar Building Envelope Rule applies to any Northern Boundary of an adjoining residential block.
- Height of the 'Solar Fence' is:
  - In the Primary Building Zone - 3m
  - On all other parts of the boundary - 2.3m



**Table 1 – Apparent sun angle (X) at noon on the winter solstice (21 June)**

Aspect of northern boundary (bearing of line drawn perpendicular to the boundary)	Angle (X)
North 0° to <10° East	31°
North 0° to <10° West	32°
North 10° to <20° East	34°
North 10° to <20° West	36°
North 20° to <30° East	39°
North 20° to <30° West	41°
North 30° to <40° East	43°
North 30° to <40° West	45°
North 40° to 45° East	47°
North 40° to 45° West	49°



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#### PROJECT DETAILS

Customer Name: Canberra Granny Flat Builders  
Project Address: 80 Emu Bank Belconnen, ACT 2617  
Block No 1  
Section No 1

#### AREAS

Proposed Extension GFA  
Total Roof Area  
Plot Ratio (Block size = 900 m<sup>2</sup>)  
Private Open Space (min. POS = 490 m<sup>2</sup>)

- m<sup>2</sup>  
- m<sup>2</sup>  
- %  
- m<sup>2</sup>

REV	DESIGN PHASE	DATE	INIT	DRAWING NAME
1.2	COMMENCEMENT PLANS	14/01/2021	BS	SOLAR AND BUILDING ENVELOPE PLAN
CUSTOMER APPROVAL				
NAME		SIGNATURE		DATE
DRAWING SCALE	SHEET SIZE	DRAWING NUMBER	CHECKLIST NUMBER	
1:120	A3	4	0570	



9:00 AM



12:00 (NOON)



3:00 PM



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PROJECT DETAILS

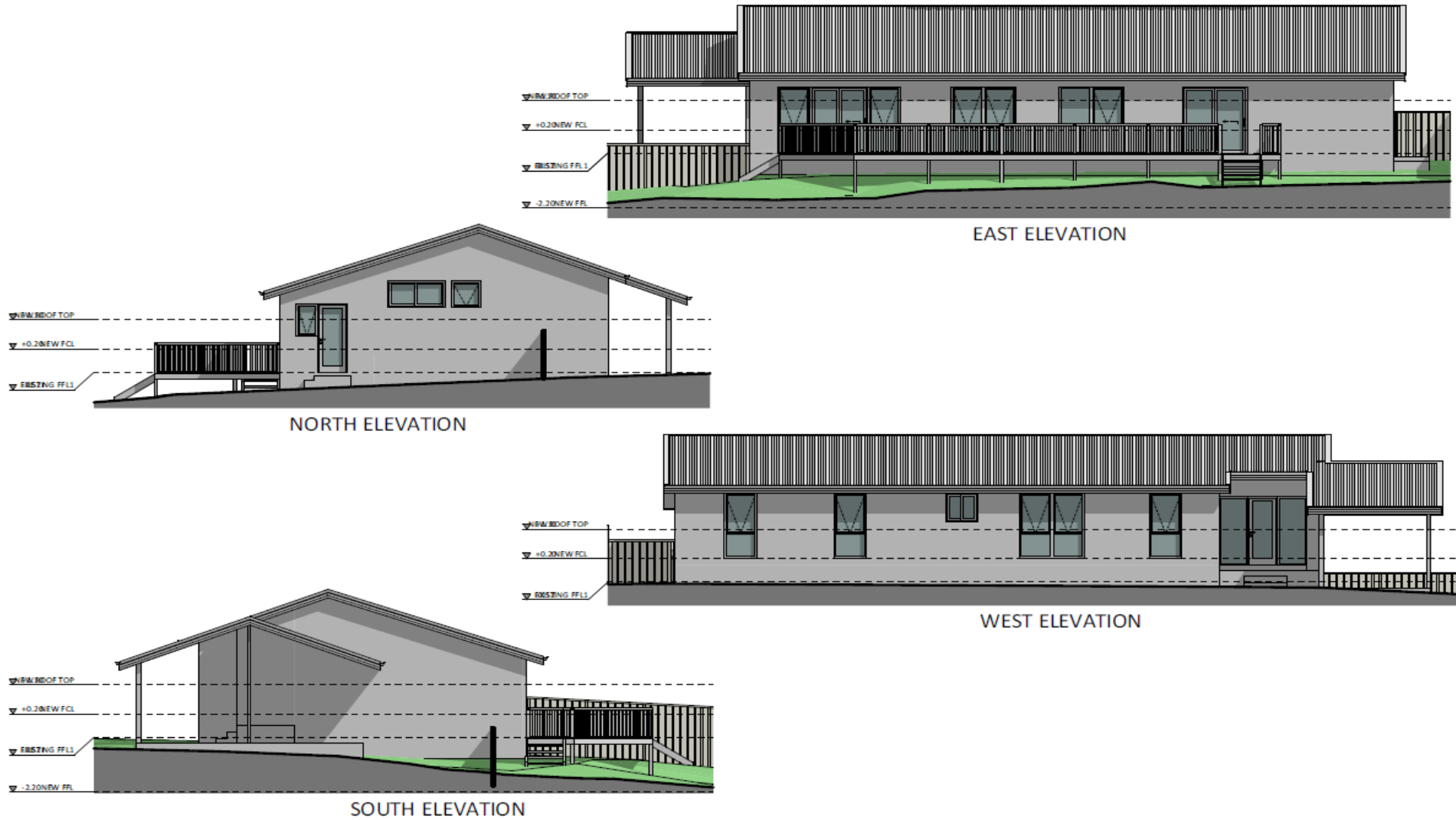
Customer Name: Canberra Granny Flat Builders  
Project Address: 80 Emu Bank Belconnen, ACT 2617  
Block No 1  
Section No 1

AREAS

Proposed Extension GFA  
Total Roof Area  
Plot Ratio (Block size = 900 m<sup>2</sup>)  
Private Open Space (min. POS = 490 m<sup>2</sup>)

- m<sup>2</sup>  
- m<sup>2</sup>  
- %  
- m<sup>2</sup>

REV	DESIGN PHASE	DATE	INIT	DRAWING NAME			
1.2	COMMENCEMENT PLANS	14/01/2021	BS	COMMENCE PLAN SHADOW DIAGRAMS			
CUSTOMER APPROVAL				DRAWING SCALE	SHEET SIZE	DRAWING NUMBER	CHECKLIST NUMBER
NAME				1:350	A3	5	0570
SIGNATURE							
DATE							



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#### PROJECT DETAILS

Customer Name: Canberra Granny Flat Builders  
Project Address: 80 Emu Bank Belconnen, ACT 2617  
Block No 1  
Section No 1

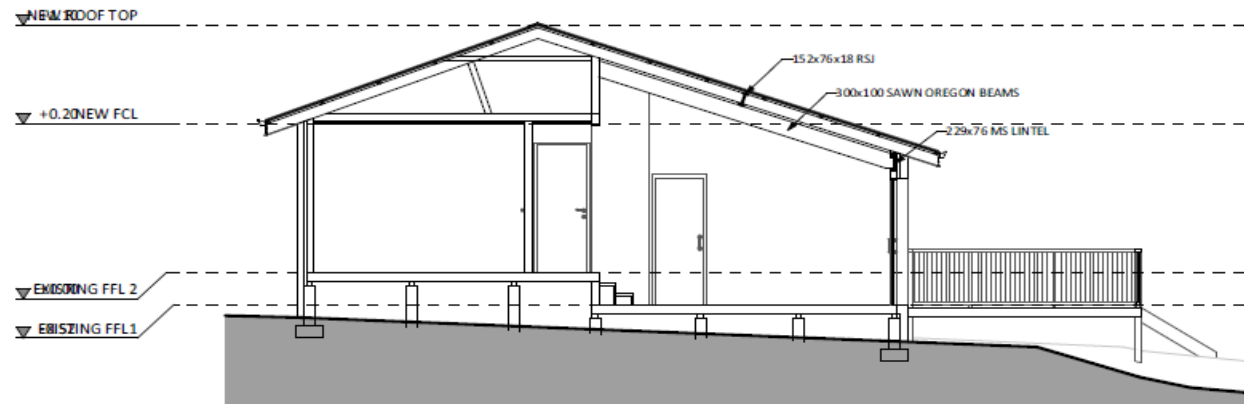
#### AREAS

Proposed Extension GFA  
Total Roof Area  
Plot Ratio (Block size = 900 m<sup>2</sup>)  
Private Open Space (min. POS = 490 m<sup>2</sup>)

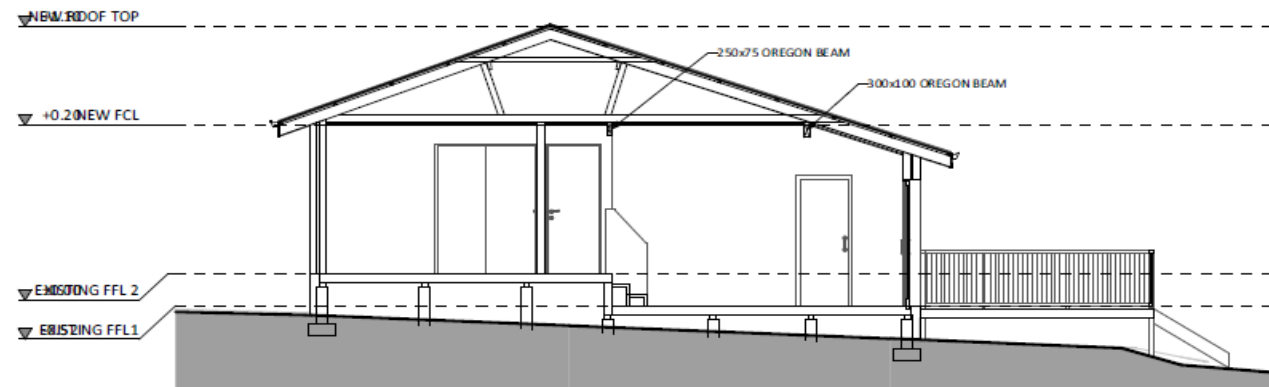
- m<sup>2</sup>  
- m<sup>2</sup>  
- %  
- m<sup>2</sup>

REV	DESIGN PHASE	DATE	INIT
1.2	COMMENCEMENT PLANS	14/01/2021	BS
CUSTOMER APPROVAL			
NAME	SIGNATURE	DATE	

DRAWING NAME			
COMMENCE PLAN EXISTING RESIDENCE ELEVATIONS			
DRAWING SCALE	SHEET SIZE	DRAWING NUMBER	CHECKLIST NUMBER
1:100	A3	7	0570



VERTICAL SECTION S1-S1



VERTICAL SECTION S2-S2



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PROJECT DETAILS

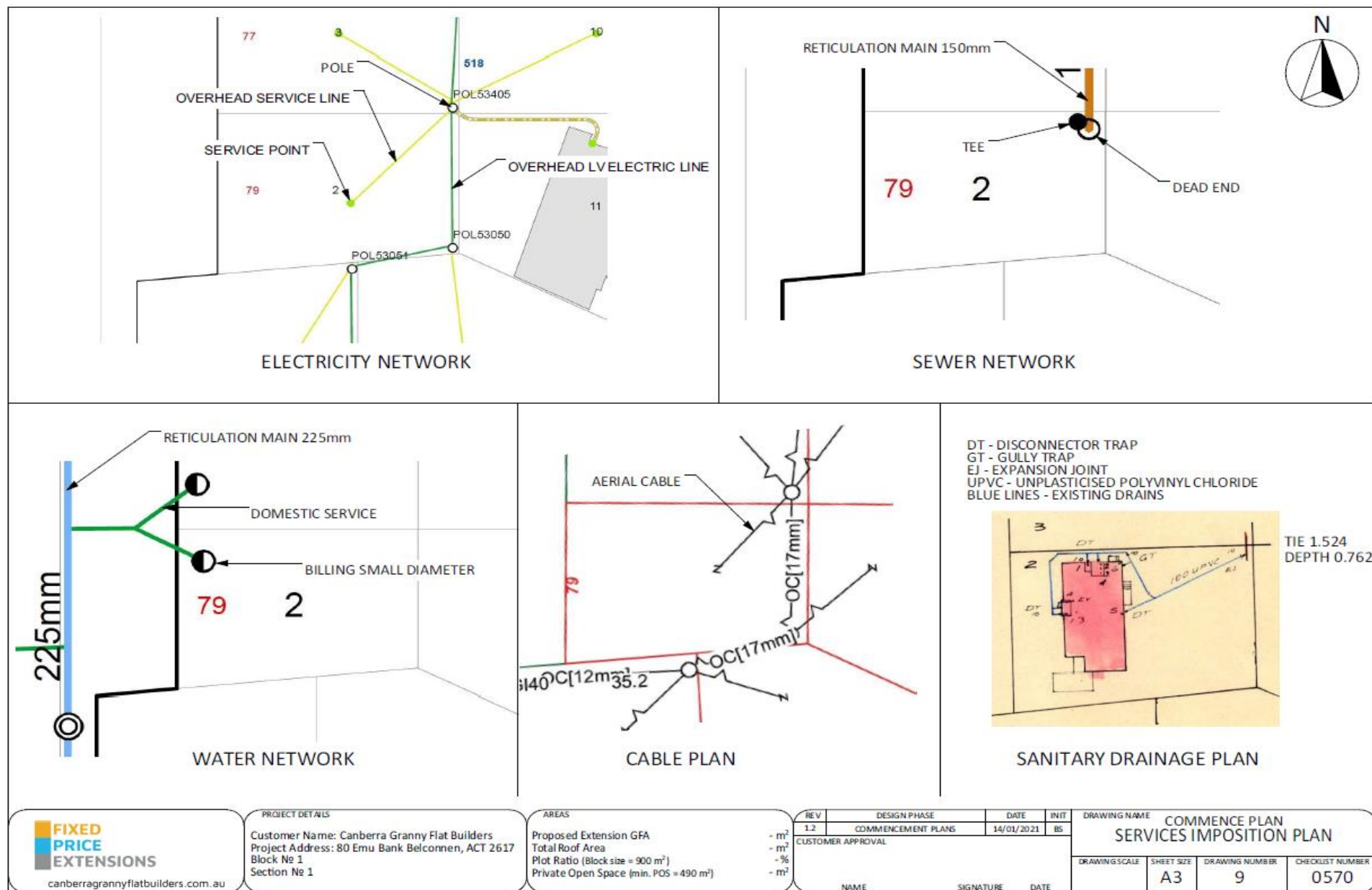
Customer Name: Canberra Granny Flat Builders  
Project Address: 80 Emu Bank Belconnen, ACT 2617  
Block No 1  
Section No 1

AREAS

Proposed Extension GFA  
Total Roof Area  
Plot Ratio (Block size = 900 m<sup>2</sup>)  
Private Open Space (min. POS = 490 m<sup>2</sup>)

- m<sup>2</sup>  
- m<sup>2</sup>  
- %  
- m<sup>2</sup>

REV	DESIGN PHASE	DATE	INIT	DRAWING NAME	DRAWING SCALE	SHEET SIZE	DRAWING NUMBER	CHECKLIST NUMBER
1.2	COMMENCEMENT PLANS	14/01/2021	BS	EXISTING RESIDENCE CROSS SECTION	1:70	A3	8	0570
CUSTOMER APPROVAL				NAME	SIGNATURE	DATE		





## 3D Design Renders: Example



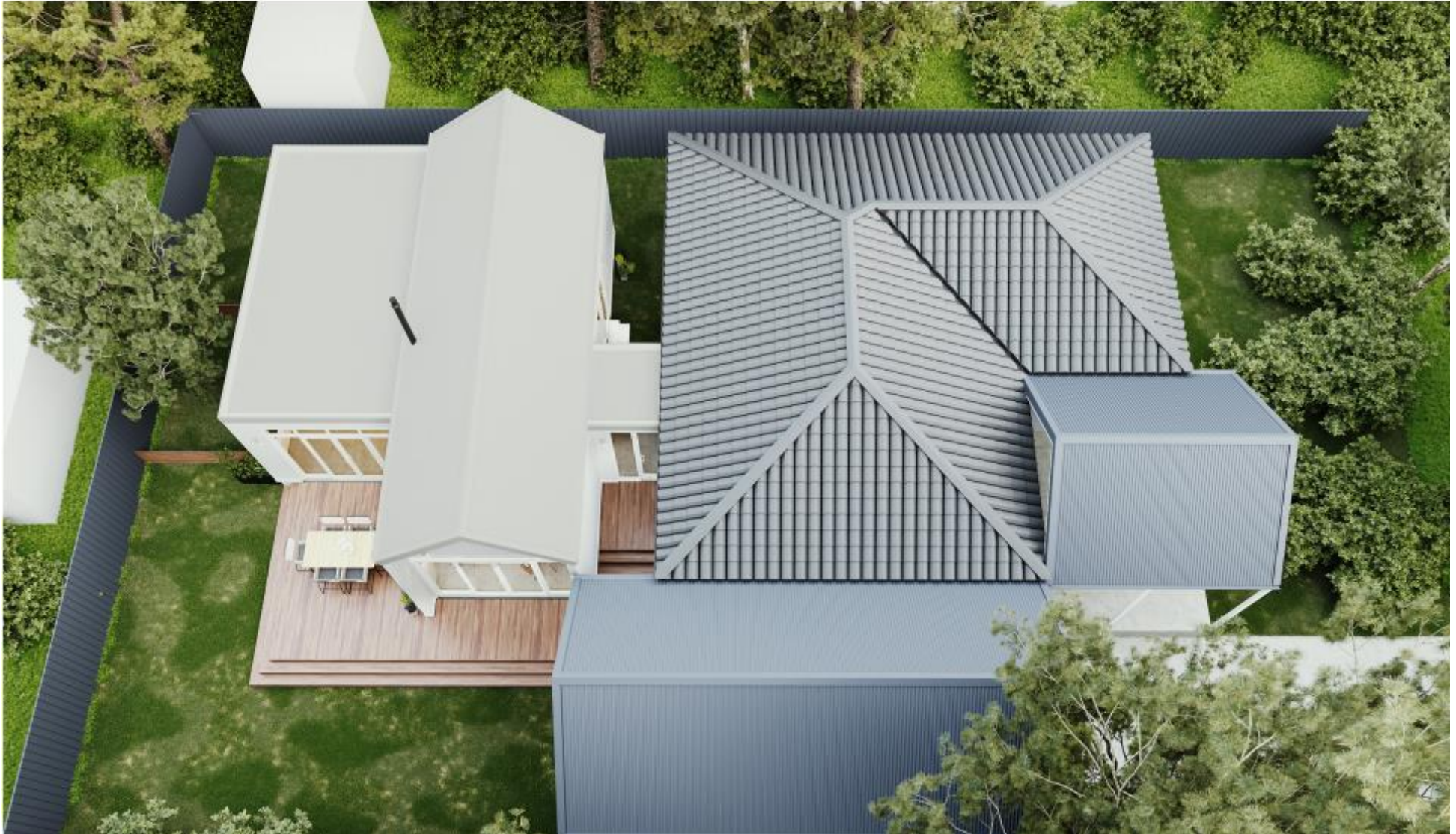














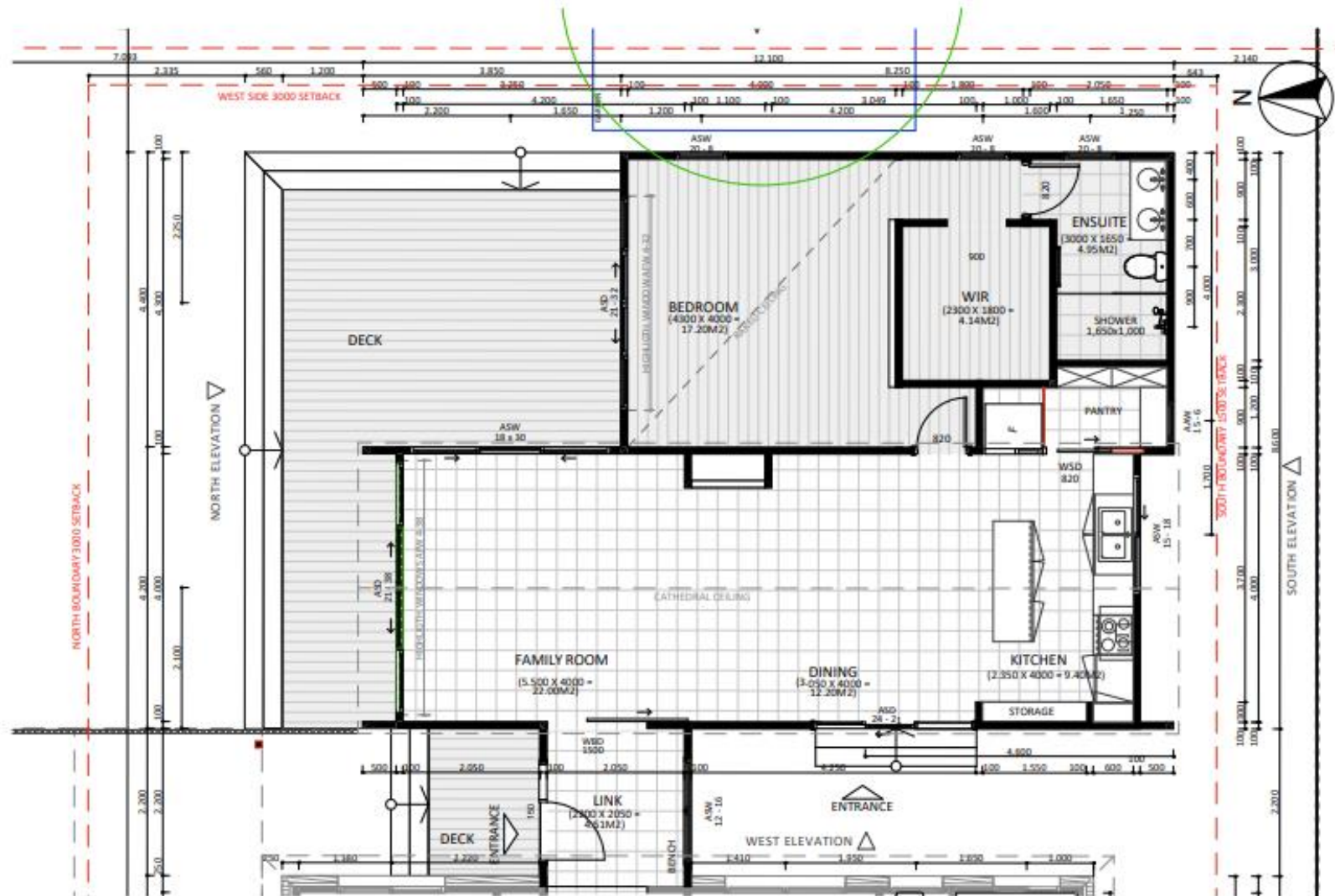
## Design 1190 Exterior Design





# Design 1190

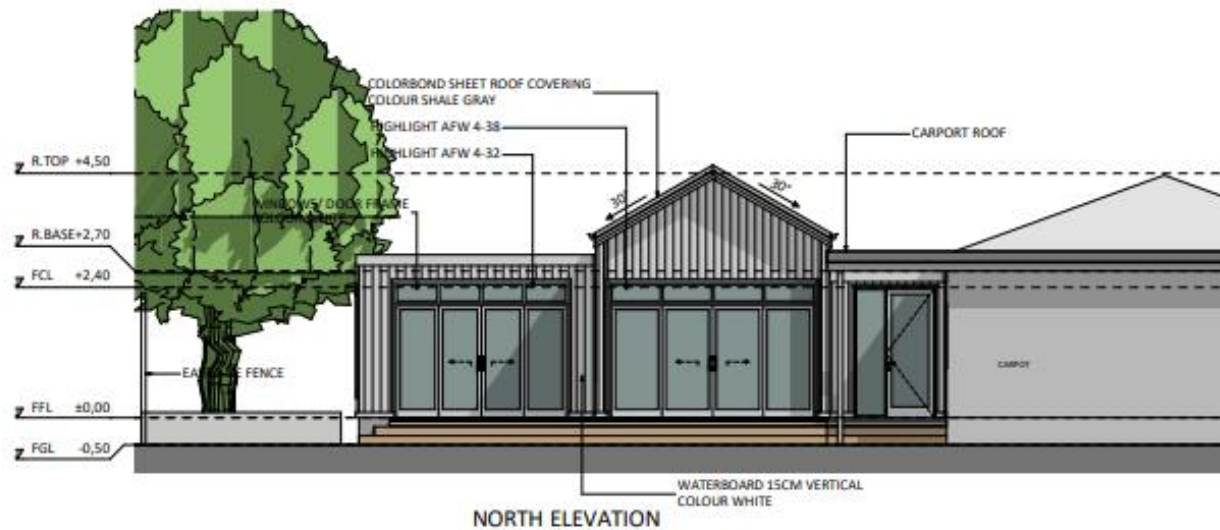
# Dimensional Floorplan





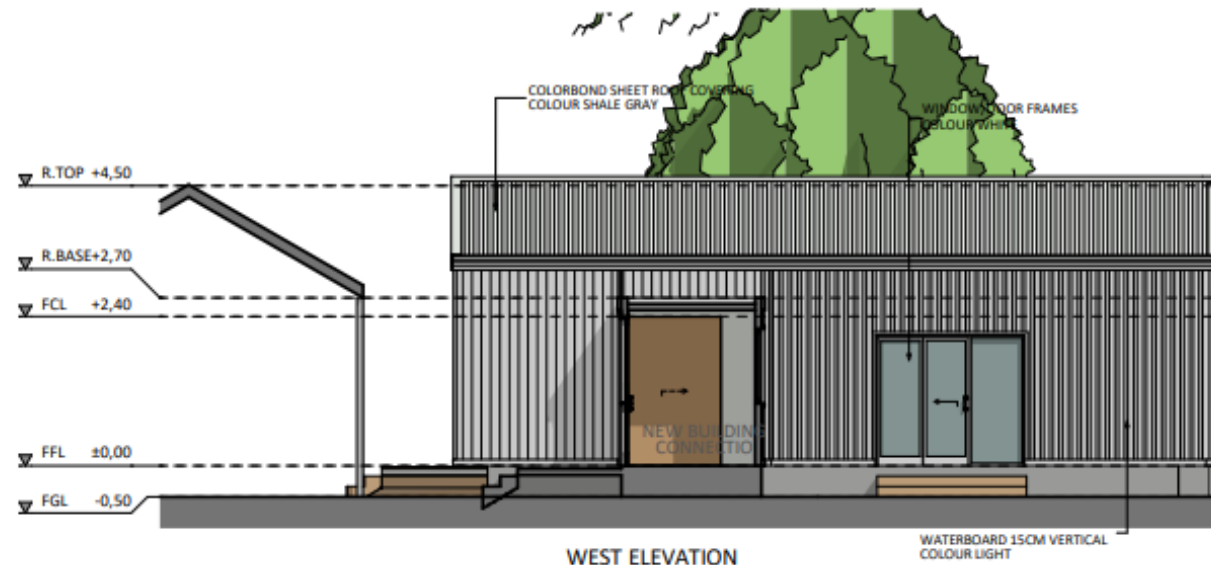


An elevation is the height of the structure from ground level to the height of the roof.





An elevation is the height of the structure from ground level to the height of the roof.



## Frequently asked questions and answers

### What is my block and section number for my project?

Project Residential address: **Project name**

Block Number: **##**

Section Number: **##**

District or Division: **Suburb**

### Why is there a price difference between creating a design and buying the design?

When you commit to designing your ideal Secondary Residence or Fixed Price Extension with the intention to build with CGFB, we discount the design process significantly.

The plans we create during the design process are detailed to meet the requirements of the ACT Government including the Utilities Act (2000) and the Utilities (Technical Regulation) Act 2014, and are ready to be lodged for development application. Because of the detail we can also provide a Fixed Price and Quality Agreement based on the detail of your plans.

Because we manage the building and planning approvals, we want to ensure that the design is as efficient and effective as possible whilst meeting your overriding objectives. Ultimately, we are accountable for building and completing your project in accordance with the Fixed Price and Quality Agreement.

QAID: 339

### What happens in the initial design meeting and during the design process?

The initial meeting is held at your residence (if possible) with our Client Service Manager and/or Designs Manager, our Customer Designer. Our Scribe will also be present but online.

We aim to determine specifically what you would like to create. Using the Planning Assessment Report as a reference, we work with you to resolve the best positioning (and orientation) of your new project. We consider factors such as solar orientation, planning requirements, and interaction with the existing residence.

In this initial meeting, we may also use several existing concept designs or reference plans as a starting point for a conceptual floorplan.

Over the following weeks, we will meet with you in our office or via MS Teams video conference to refine and review the floor plan, snapshot, and elevations, until you are entirely happy with the layout and design that we have created.

QAID: 343

**How long does the design process normally take?**

Our Custom designs usually take between 12-18 weeks. These timelines are based on the availability of the customer to meet and provide feedback.

QAID: 344

**Why is the design process so cost-effective with CGFB in comparison to other builders and designers? Some builders/designers have quoted us upwards of \$10,000 to design.**

The primary reason is that we specialise in the design and building of Secondary Residences and Fixed Priced Extensions.

We are prepared to invest our resources and funds into the design process, as we know that if we achieve the right design, the approval and building process will be far more efficient and the cost of build will be reduced, whilst maintaining the primary objectives of the client.

When we started the business, we would refer customers to third party designers, which ultimately resulted in convoluted and expensive designs. Therefore, we made the decision to invest in our own design and planning teams.

QAID: 345

**What happens if we want to make changes after approving the design?**

We are more than happy to accommodate your needs and changes to deliver your preferred design. If the changes are reasonable, we won't apply any additional fees.

If you require substantial changes, an entirely different design, and/or we haven't commenced planning approvals or Inclusions plans, then we will reach an agreement on the costs associated to achieve your desired changes. This is based on an hourly rate of \$120 inc GST,

QAID: 346

**Can we use the CGFB and Fixed Price Extension's plans with another builder?**

There will need to be a mutual agreement before our plans can be provided to alternative builders.

We subsidise over 50% of the direct costs incurred during the design process, so if you choose to take our design to an alternate builder we will apply a cost-recovery fee. The recovery fee is set at a flat rate of \$7,000 (incl GST).

QAID: 347

**How do we ensure that the design is sited correctly to maximize the secondary residence, yet minimise the complexity of the development application process?**

We provide a Planning Assessment Report which takes into account the relevant planning legislation, utility/easement access, building codes and Australian standards.

This is considered while the design is being created with consultation from our planning approvals team to ensure that your secondary residence is sited in the optimal way to reduce complications.

QAID: 348

**Can CGFB terminate the design process?**

We hope this doesn't happen; however, we do reserve the right to refund your full investment and terminate the design process if we feel we can't achieve your project objectives.

QAID: 349

**How do payments work and what are the payment options?**

Payment is not required to commence the process. We will send you an invoice within 60 days of the completion and return of this agreement. You can pay via by EFT.

QAID: 351

**What happens if we choose not to proceed shortly after beginning the design process?**

If you advise us to cancel the agreement and we have not held an initial meeting, then we will apply a recovery fee of \$300 for the building file searches, etc. If you decide to cancel after our first meeting, then we will invoice all associated fees.

QAID: 352

**If we would like to start building quickly, what is our best option?**

If you would like to build quickly, we suggest being as prepared as possible for the initial design meeting. This is due to the design phase being the only aspect in the overall process that we have some control over regarding the length of time required. Therefore, the best option is firstly to figure out exactly what you require in the design (in terms of bedrooms, living space, etc.).

Once you have figured out your needs and wish list, it is a good idea to go through our designs on the website to decide which footprint matches your budget. You should also consider where in your backyard you would like to site the building and why.

Finally, you should think about materials for the external cladding of the building, as this will be helpful for us to know in the initial design meeting.

QAID: 353

### **How is the Site Plan created?**

In this early stage, the site map is created using satellite mapping imagery to determine the location of existing structures, as well as ACTMapi property detail information to determine boundaries.

During the planning approvals phase an electronic contour and detail survey will be completed to provide a highly accurate plan and detail of buildings, structures, landscaping, trees and other features on your property.

If you have recently had a contour and detail survey completed, we can use this during the initial design stage, but we will need you to arrange with your Surveyor to potentially have the survey updated to capture mandatory requirements. Alternatively, we can provide a contour and detail survey after agreeing on a price to complete one. On average Certified Surveyor fees range from \$1,100 to \$2,400 depending on the complexity of your block.

QAID: 354

### **Do we need to submit our plans for Development Approval? Or can we bypass this and go straight to a Building Certifier?**

If you are intending to build a Class 1 structure, such as a granny flat/secondary residence then you will require development approval.

If you are intending to build a studio or home office that is un-inhabitable, we can take your design straight to a Building Certifier, providing that your proposal meets all the rules in both the Single Dwelling Housing Development Code and the Residential Zones Development Code.

With a fixed price extension, if the structure does not impede on the boundary setbacks or solar/building envelopes, and meets the ACT Government mandatory criteria, then you can go straight to the Building Certifier.

QAID: 355

### **Do I need to complete this agreement if I choose to proceed with an existing CGFB design?**

Yes, in order for CGFB to create your Design Brief, we need to conduct the Building File Search and obtain Contours and Details survey of your block. In signing this Agreement, you are authorising CGFB to act on your behalf.

QAID: 358



**What is the Site Scope Report?**

This is undertaken by our operations and design teams. This report details all the potential additional work that may need to be undertaken. Specifically:

- Removal trees and vegetation
- Demolition of any existing structures
- Additional earthworks and excavation
- Additional infrastructure potentially mandated by utility and service providers

This report will indicate all and any site-specific works that may be required. This report is required in order for us to provide a fixed price agreement.

QAID: 360

**What if we need help with Finance or Rental Return statement?**

Please contact our office at: [Info@cgfb.com.au](mailto:Info@cgfb.com.au) or call 1300 979 658 and will be provide you with assistance and/or advice.

QAID: 361

**What if I prefer to not have a CGFB street sign placed in my front yard?**

Street signage allows CGFB to advertise, thereby keeping our marketing budget to a minimum. If a street sign is not placed in your front yard, we charge \$750 to supplement our marketing budget.

QAID: 362

**Do I need to be in Canberra for meetings?**

No, we understand the demand for travelling interstate or overseas. However, as face-to-face is critical for our initial meetings, we utilise technologies like 'Zoom' and 'MS Teams' online conferencing tools. As long as you have an internet connection we can meet with you.

QAID: 363

**Can I get the price for the entire project if my design is still in draft?**

A floor plan and basic exteriors are insufficient data to go through our detailed pricing workflow process. The pricing process requires significant effort from our Quality Assurance Team to ensure all details are correct and accurate. Therefore, we are unable to provide an estimate or quote until all the details are finalised and you have signed off on the design.

QAID: 364

### **Can I change the design after we sign the HIA agreement and proposal?**

We want you to have the perfect design, however ongoing revisions after we commence the inclusions and planning approvals stages result in time delays and financial costs.

Window, door, cupboard and kitchen layout changes can be easily managed in the inclusions process without time delays or design costs.

When changes to the structural footprint of the design are required, this can have significant impacts on the planning rules and the costs to construct.

It may seem straightforward to:

- move a wall 500mm to the west
- add 1 meter to the design
- change the position of the laundry

However, these changes need to be redrawn and may trigger changes to the engineering plans and implications regarding planning approvals.

We would prefer that your design is perfect, but please note that there will be associated costs and time delays if we need to take on changes as outlined above.

Any of the structural changes, e.g. move walls, add a meter to the design, relocate laundry, etc., will take 2-4 weeks in design and estimating. This is the only way to recalibrate and adjust our fixed price guarantee and ensure we will meet planning regulations and codes.

The associated fees to engage our architects and planning team equates to approximately \$120per hour inclusive of GST.

If you decide that you want to initiate design changes that require structural changes, we will provide a simple time estimate of total hours. Then enter into a project variation to the original agreement.

QAID: 489

### **If we have a pre-existing contours survey, can we use that?**

Yes, we can use pre-existing contours and detailed survey provided they are completed by a certified Surveyor and it is in a CAD format (.dwg).

However, we may ask you to reengage your surveyor to complete contours and detailed survey, as determined by the ACT Planning requirements for approval.

QAID: 574

**How current do site contour surveys need to be?**

Ideally no older than 12 months. If they are older than 12 months, they are likely to be rejected by the Planning Department and/or the Certifier in the DA and BA stages.

The changes to the Single Dwelling Housing Code brought into effect on the 1 September 2022 by the ACT Government.

QAID: 586

**Can you explain the investment of the site contours survey?**

If you design with CGFB and FPE and don't proceed with construction, then we will need to apply the fee for the Contours Survey. This is typically between \$1,100 and \$1200 Inc. GST. You cannot build in the ACT without a current (<12mths) contours survey.

If you do build with us, the survey fee is absorbed and there will be no further investment required.

QAID: 587

**Can I choose my preferred Certified Surveyor?**

Yes. If you have a preferred land surveyor service provider, you can engage them directly to complete your block's contours and detailed survey.

Please note that we will need the CAD electronic file and PDF version within three weeks of engaging the Designs Teams. Therefore we recommend you engage them as soon as you've signed our Design Agreement.

QAID: 588

**Why are the follow-up design meetings held online or at your office?**

In these meetings are held between 12pm and 5pm we can have access to our operations (building) staff, our planning approvals and inclusions teams. We also have other designers and resources.

Meetings held away from the office are not as effective as in-house meetings where we have access to our subject matter experts when answering or confirming questions like:

- Do you think we can build that?
- What is the planning rule on this?
- How do we integrate that efficiently?

QAID: 390

**Is there a penalty or payment required if we cancel a design appointment with 24 hours?**

We understand emergencies pop-up.

However, we will allocate at least two and generally three people per meeting. The time cost is a minimum of \$250 in staff time. If we schedule and the appointment is cancelled within 24 hours, we reserve the right to apply a late cancellation fee and a design fee.

QAID: 391

### **Could you confirm what type of street sign will be erected and what it will look like?**

Our street signs are made from oil treated timber frames with high quality printed corflute which are installed by an experienced trades person.

They are checked often to ensure they have not been damaged and are replaced or repaired within 24hrs if they are accidentally damaged.

QAID: 409

### **How many hours on average does a custom design take?**

In 2021 we assisted 70 families with custom designs.

The average hours invested in terms of design and architectural services was 65 hours per custom design.

80% of these customers went on to seek planning approval and build with us and of the remaining 20% half have indicated that they are likely to build soon.

### **What reports will we require?**

Type	Meaning	Cost (all approximate)
Driveway application	Approval is required if you plan to move, add, or modify a driveway on your block. This is because the land between the road and the boundary of your block is considered territory land, and the government requires approval on any changes made to this space. The application must be made, but then inspections are required as construction unfolds.	Application – \$123 Inspections – \$250 Total – \$350

Approval required	Trigger	Fee
Driveway	New verge crossing or expanded existing crossing	<b>\$371.50</b> - fees to lodge and prepare forms
Stormwater	Stormwater easement on the block (regardless of encroachment)	<b>\$123.80</b>

Endorsed LMPP	All projects	<b>No fee</b>
Tree damaging activity	Works in the TPZ of a protected tree; protected tree removal.	<b>No fee</b>

Report	Value	Explained
Site Visit and verbal advice	\$180+GST	Assess trees in reference to the <i>Tree Protection Act 2005</i> and establish if a tree may meet the criteria for removal or may require retention. Establish if a report is required
Tree Removal Application	\$480+GST (1 Tree +\$50 for each additional tree)	Draft report to address removal criteria and submit as part of tree removal application
Tree Survey (Preliminary Tree Assessment)	\$650+GST (1- 4 Trees +\$50 for each additional tree)	Assess and document trees on site, collect data set and draft report that includes a tree location plan and site photos to submit to ACTPLA or Tree Protection Unit or to identify potential design constraints and help guide design
Tree Survey and Development Impact Assessment	\$850+GST (1-4 Tree +\$50 for each additional tree)	Assess and document trees on site, collect data set and draft report that includes a tree location plan and site photos to submit to ACTPLA or Tree Protection Unit or to identify potential design constraints to help guide design Review development plans, assess the impact the development may have on the trees (remove, retain, protect) and provide design response/protection measure to obtain tree damaging permit
Tree Management Plan	\$900+GST (1 – 4 Trees +\$50 for each additional tree)	Draft a tree management plan suitable for ACTPLA or BA submission that includes a scaled Tree Protection Plan to accompany architectural drawings.

Note that in certain circumstances, a tree survey, development impact assessment and tree management plan will be required and can be incorporated into one report for a reduced rate. Large sites with more than 12 trees will reduce the per tree rate to \$40 per tree.

QAID: 755

### Why am I being asked to do a minor works form?

To accelerate the Planning Approvals' process, we refer to your designs for utility company approval early. In a recent change of policy, Icon Water (the water and sewerage provider) assesses all submissions to identify whether they will require a fee under the Water and Sewerage Capital Contributions Code.



This assessment requires the submission of the attached “Minor Works Form”, which we have pre-filled for your convenience. We will then submit this form to their Hydraulic Assets team, who will send you a letter with their findings. For more information, please visit this page:

<https://www.iconwater.com.au/Developers-and-Renovators/Capital-Contributions.aspx>

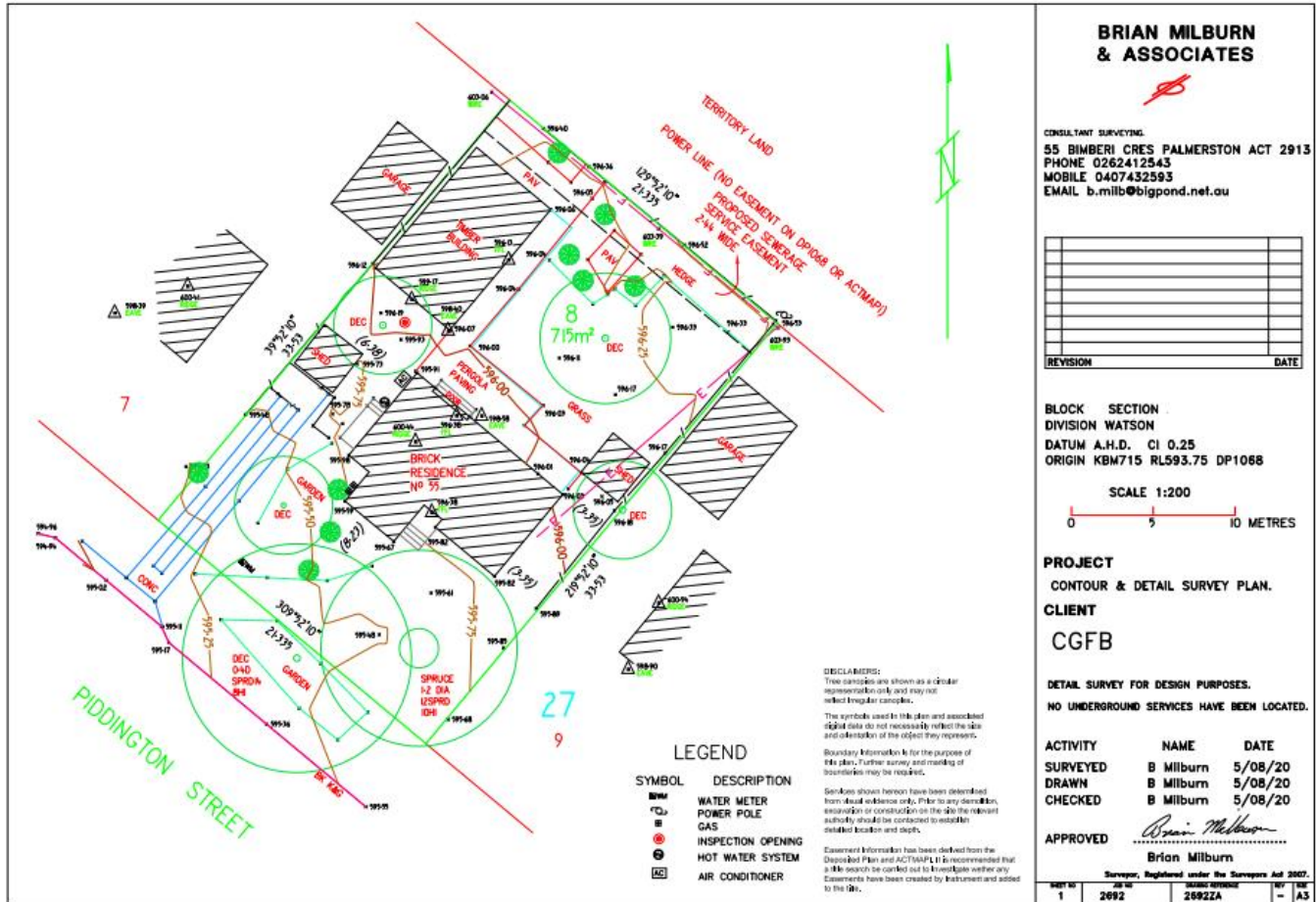
QAID: 756

**What happens if we need to obtain a fire rating report based on ACT Government Legislation?**

We will subsidise the report and the report will be owned by the client. The owner will need to invest \$200 to get report completed by a certified professional.

QAID: 759

## Example of Contours Survey Plan



June 1, 2023

Dear Future client/s

About 80% of our customers who design with our team build with us, so this is an excellent investment of our resources and expertise in creating a personalised, compliant and fixed-price world-class design.

Our design team will need to prepare about 30 custom plans and documents to meet the rules and criteria of the Planning and Development Act and the Utilities Act.

It is anticipated there will be changes to the planning codes that underpin the new Planning and Development Act that is likely to be implemented in late 2023/ early 2024; our commitment extends to ensure that your design and supporting plans and documents are compliant and meet the new codes and laws.

To help us, we seek your permission to place a street sign out the front of your property during the design and planning approvals stages. This small gesture will enable us to promote our business while reducing advertising costs and passing those savings directly to our customers.

By engaging our services through our Design Agreement, we will not invoice you for a further 90 days, allowing you to focus on your requirements and potentially finishing your world-class design prior to exchanging any funds.

We look forward to helping you.



Frank Walmsley  
Client Service Manager  
[clientservices@cgfb.com.au](mailto:clientservices@cgfb.com.au)  
0400446605



## Form 1: Customer Design Authority - Custom Design - Terms and Conditions

I/We, [name/s] \_\_\_\_\_

The owner/s of the property at: \_\_\_\_\_

Block: ## Section: ## District or Division of: SUBURB

### Agree to the following:

To create a unique custom design for an investment of **\$3500 including GST** for architectural and design services. **NB:** Not charged if you proceed to *Construction Stage*.

In addition to the design services calculated at \$3500, there is a **mandatory** requirement to undertake a **certified contours site survey** if you lodge a development or building application in the ACT.  
**NB:** Not charged if you proceed to *Construction Stage*.

We can either arrange the contours site survey for you for a **value of \$1100 including GST**, or you can obtain directly from a certified surveyor at a cost of approximately \$2400. We will also waive the street sign fee of \$750 if you agree to have a sign installed during the design phase.

Upon entering this agreement our designs team will contact you to determine **how you would like to approach the mandatory contours survey** and to arrange at our cost the building file and compliance search documents and ICON forms.

It is possible we will need to undertake **detailed tree surveys** and other **mandatory reports** as imposed by the ACT government. We will always seek your instructions before undertaking these reports.

The schedule of these fees is provided within this document and on our website. Approximately 25% of projects will require at least one of these mandatory reports.

By entering this agreement, you agree that the payment for professional services (\$3500 including GST), the value of the site survey (\$1100 inc GST) and any fees from mandatory reports is not conditional on you building with Canberra Granny Flat Builders and Fixed Price Extensions.

You also acknowledge that the 25+ associated plans and documents provided in the design phase are the exclusive proprietary and intellectual property of Canberra Granny Flat Builders and Fixed Price Extensions.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Please note only one owner is required to sign the design agreement.*

## Form 2: Building File Search Authority Form

### Environment, Planning and Sustainable Development Directorate

This form will be couriered to you once Form 1 is returned.

I/We, John and Fredrick Smith, the owner(s) of the

property at 123 Small Street, Kaleen ACT 2617

being, Block: 12 Section: 1 District or Division of: KALEEN

Authorise Turnkey Creations Pty Ltd to apply on my behalf for the building files of the above-mentioned property.

**Please note that all owners listed on the title deed will be required to sign this form for submission.**

Name: JOHN SMITH

Signature:

Date:

Name: FREDRICK SMITH

Signature:

Date:



### Form 3: Contours Survey and Street Sign Agreement

I/We, [name/s] \_\_\_\_\_

The owner/s of the property at: \_\_\_\_\_

Block: ## Section: ## District or Division of: KALEEN

Agree to the following (*must tick one from each section*):

☐ To have a Street Sign placed out the front of our property as per the Design Agreement during the design phase (**therefore \$750 fee is waived**).

OR

☐ To **not** have a Street Sign placed out the front of our property and **be invoices \$750** in addition to the Design Agreement fees

**AND**

☐ To arrange our own certified contours surveyor and supply CGFB with the electronic CAD files, based on requirements which will be sent to us.

OR

☐ To be invoiced for the minimum amount of \$1100\* Inc. GST, dependent on Certified Surveyor's final invoice. *Please provide best contact below:*

**Property main  
contact for onsite  
appointment:**

Name:

\_\_\_\_\_

Phone:

\_\_\_\_\_

**Additional invoice amount of: \$** \_\_\_\_\_ **including GST** (*total from one or more of the options above ie: \$1,850 or \$1,100 or \$750*)

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Contact us on 1300 979 658 and we will arrange to pick up from you during business hours.
- Scan and email to [info@cgfb.com.au](mailto:info@cgfb.com.au)

*\*Surveyor fees are dependent on block complexities and will vary from \$1100-\$2,400*

## Form 4: Icon Minor Works Form

To accelerate the planning approval process, we refer your designs to the utility company for approval early. This requires the submission of the attached 'Minor Works Form', which we will prefill for your convenience for you to sign and return. We will then submit this form to Icon (Hydraulic Assets Team) who will send you a letter with their findings. For more information please visit:

<https://www.iconwater.com.au/Developers-and-Renovators/Capital-Contributions.aspx>

**This form will be couriered to you once Form 1 is returned. This is an example of what the form will look like.**

*\*Please note that the example minor works form extends over the next 3 pages.*

## Design Form Pack – Minor Works



Please forward this form and attachments to **Developer Services, Icon Water** at:

**Email:** [hydraulicassetacceptance@iconwater.com.au](mailto:hydraulicassetacceptance@iconwater.com.au) or **Post:** 12 Hoskins Street MITCHELL ACT 2911

### Section 1 – Submission Details

Process Phase:	<input checked="" type="checkbox"/> In-principle	<input type="checkbox"/> Detailed Design	Submission Date:	
Submission Type:	<input checked="" type="checkbox"/> First submission	<input type="checkbox"/> Resubmission	<input type="checkbox"/> Amendment to Accepted Design	
Resubmission No. (if applicable):				

### Section 2 – Proposed Project Details

Development Type:	<input type="checkbox"/> Out of Precinct <input checked="" type="checkbox"/> In-Precinct		
Project Name:	Secondary Residence	Sub Division:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Suburb:	Kaleen		
Section:	1		
Old Block No(s):	12		
New Block No(s):	n/a	No. of Blocks Created:	n/a
Street Address:	123 Small Street, Kaleen ACT 2617		
Date contracts exchanged for site purchase (In-precinct):	10-May-2010	Date Development Application lodged (for In-precinct Detailed Design only):	

### Section 3 – Developer Details

Name of company (if applicable):			
Postal Address:	45 Big Place, Conder ACT	Post Code:	2906
Name of contact person:	John Smith		
Contact Number:	0412 345 678		
Email:	john.smith@outlook.com		
Authorisation by Developer:	I hereby authorise the Consulting Company named in Section 4 to liaise with Icon Water on my behalf in relation to the development project outlined in Section 2.		
	Signature:	Date:	
Certification by Developer (In-principle only):	<p>By submitting this Design Form Pack, the Developer:</p> <p>(a) Acknowledges that Icon Water accepts no responsibility for the Project, design or associated costs;</p> <p>(b) Confirms the design was prepared by a suitably qualified and experienced designer;</p> <p>(c) Accepts full responsibility for ensuring the design:</p> <ol style="list-style-type: none"> <li>Is consistent with any documentation agreed with the ACT Government in respect of the Project;</li> <li>Complies with the Icon Water Standards;</li> <li>Complies with all other applicable laws, regulatory approvals and technical standards;</li> <li>Gives due consideration to the proposed treatment of other utility infrastructure associated with the Project; and</li> </ol> <p>(d) Acknowledges that any In-principle Acceptance of the design by Icon Water is only for the purpose of proceeding to the [DA/BA phase] – In-principle Acceptance does not constitute approval by Icon Water of the design or an indication that Icon Water considers the design safe to construct or in compliance with the relevant legislation.</p> <p>(e) Confirms that the details provided in this form are complete and accurate.</p>		

## Section 4 – Consulting Company Details

Name of company (if applicable):	Turnkey Creations Pty Ltd		
Postal Address:	GPO BOX 2265, Canberra City		
Name of contact:	Planning Manager		
Telephone:	1300 979 658	Mobile:	0449 804 248
Email:	planning@cgfb.com.au		

## Section 5 – Liquid Trade Waste (for In-principle only)

Is it possible that this proposed project will require a Liquid Trade Waste (LTW) approval?:	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
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- Refer to the Icon Water website for information at <https://www.iconwater.com.au/tradewaste> regarding LTW.
- A LTW approval from Icon Water is a pre-requisite for obtaining plumbing certification (where such an approval is required).
- A separate application for LTW approval can be submitted to the Icon Water LTW Team at the same time as the submission for Detailed Design Acceptance.

## Section 6 – Drawing Details

Drawing numbers attached or transmittal provided:	
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## Section 7 – Land Use Details

Land Use		Total # Units Before Development	Total # Units After Development	Units	Multiplier (per unit)
Residential <sup>1</sup>	Low density <sup>2</sup>	1	2	# of dwellings	3.5
	Medium density			# of dwellings	2.5
	High density <sup>3</sup>			# of dwellings	2.0
Commercial	Shops and Office			# of employees	0.3
				Gross lettable floor space (10,000m <sup>2</sup> )	300
	Public visitor or sporting buildings			# of short-stay visitors	0.05
	Restaurants and Clubs			# of seats	0.1
	Tourist Area or Hospital			# of beds	0.5
Institutional	Schools and Education			# of students & staff	0.2
Other	Dry Trades			As per commercial shops and offices	
	Wet Trades			Assessed on a case by case basis by Icon Water	

You can also use the online [Water and Sewerage Capital Contributions calculator](#)

<sup>1</sup> Residential EP calculations using area and development densities can also be used as determined by Icon Water on a case-by-case basis if total dwelling number are unknown

<sup>2</sup> Less than 25 dwellings per hectare NSA

<sup>3</sup> More than 80 dwellings per hectare NSA

## Section 8 – Development Hydraulic Requirements

WATER			
New water meter >20mm?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes then fill in remaining details) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>             Fire Risk Category (as assessed by ACT Fire Brigade): FRT1 FRT2 FRT3 FRT4 FRT5 FRTx              Number of metered firehydrants: ..... Number of metered hose reels: .....              Irrigation: Irrigable Area (Ha): ..... Design Flow (l/s): .....              Mechanical Flow (l/s): .....              Domestic supply (Hot &amp; Cold): No. fixtures: ..... No. load units: .....              Simultaneous flow (l/s – as per AS3500): .....           </div> <div> <input type="checkbox"/> Unit Metering Number: .....           </div> </div>		
Standard water meter for dual occupancy?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Number: .....		
New unmetered fire service?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes No. unmetered: Fire hydrants: ..... Hose reels: ..... Located on floors: .....		
Relocation of existing water service?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
Temporary construction site water service?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Expected date of disconnection	
Disconnection of existing water service? (disconnection & meter removal must be done by Icon Water)	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Number: .....		
Installation of fire hydrant(s) on Icon Water mains?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Number: .....		
Removal of existing unmetered fire service(s)?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Number: .....		
Direct boosting from IW main required?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Refer to IW Specification STD-SPE-M-006 for requirements		
SEWER			
Sewer connection(s)?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Number: .....		
Sewer disconnection(s)?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Number: .....		
On-site sanitary drainage includes Pumped Flows?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Max. Pump Capacity (l/s): .....		
Temporary construction site sewer service?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Expected date of disconnection	

## Section 9 – Forecast Dates (Complete for 65mm Water Connection and Above)

Completion of Detailed Design	
Award of Infrastructure Contract	
Completion of the Water and Sewer Connection/Disconnection by Icon Water	
Completion of Infrastructure Works	
Completion of Other Constructions	