



The Plans & Approvals Process

CLIENT ENQUIRY

Client contacts tyrrells.com to start their renovation, alteration, makeover or owner building project.

CLIENT BRIEF ISSUED

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

Client Brief contains packages that include all items that are generally required for certain stages of the plans & approvals process. These packages are offered to the client as an 'easy to understand' option, or if they wish they can select any individual items they want from the list.

The client also has the opportunity here to provide us with detailed information on their requirements & objectives for the project, allowing us to tailor the design to their individual needs.

TYRRELLS.COM RECEIVES CLIENT BRIEF

Once the client has completed the Client Brief, it is sent back to tyrrells.com for processing

FEE PROPOSAL SENT

A Fee Proposal letter is prepared as confirmation of costs, based on information provided by the client in the client brief.

SIGNED FEE PROPOSAL RETURNED

MEET CLIENT TO DISCUSS BRIEF PLUS PREPARE MEASURED DRAWING

We meet 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.

PREPARE CAD VERSION OF MEASURED DRAWING

The information gathered on-site is then used to produce CAD plans of the existing building which will be used as the basis for design plans. We may also integrate a surveyor's contour plan at this time.

CONCEPT DRAWING

We will prepare a concept drawing (sketch plan) from the Client Brief and site meeting. This drawing is a basic outline of rooms & spaces. The client is invited to mark up changes to this design at this stage before the final design is completed.

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FINAL DESIGN

Feedback received from the client at the concept stage is then used to produce the final design. Drawings are completed, indicating doors, windows, fixtures, etc, and presented in colour. Elevations (what the building will look like) are also produced at this stage. Again the Client has the opportunity here to request changes. However, after this point further changes to the plans or elevations will attract additional fees.

DEVELOPMENT APPLICATION (DA)

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 if requested by the client

DA SUBMISSION AND TRACKING OF PROGRESS

DA documents are collated & submitted to the relevant authority (usually local council) where they are assessed. tyrrells.com can submit the documents to the authority, & track their progress through the assessment process, regularly reporting to the client on their progress.

CONSTRUCTION CERTIFICATE (CC)

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

CONSTRUCTION STAGE

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.