



Fernleigh
DRAFTING | COUNCIL SERVICES

**FREE Shed
DCP Guide**
NOW
available for
all Kit sellers!

Planning a new shed project? Need it approved?

We can help....

(1st of March – 31st of May, 2023)

AUTUMN PRICE GUIDE

- SHEDS
- DECKS
- PERGOLAS
- POOLS
- RETAINING WALLS
- DRIVEWAYS

**FERNLEIGH
EOFY SALE**

Discounts on all Drafting and Council services!
(T&C's apply. Speak to Fernleigh today)

LIVE NOW!

✓
Exempt
Development
reviews

✓
Complying
Development
Certificates

✓
Development
Applications

✓
Construction
certificates



Scan to register

The process

1

Site measure or Survey



We attend site to obtain measurements of existing structures on site, detail any existing stormwater items, determine excavation requirements.

Some councils require a surveyor to attend (particularly of the site is flood affected). We organise it all for you.

2

Draw plans



We draw the site specific plans up based on your suppliers design and our site assessment including any water or sewer services, vegetation, buildings to be removed, sediment plans, concept stormwater plans.

3

Determine approval pathway



Once the plans are completed we can determine which approval pathway we are going (i.e. Development application through council or Complying development certificate through a private certifier). We develop the required documentation for either approval*.

4

Obtain approval



We work with the approving authority to provide all information required for DA or CDC approval then we submit and obtain approval for a Construction certificate (CC) for you.

5

Start Construction



Once Construction certificate approval is received you can get underway with construction.

We can provide all documentation to your trades and provide support for trades enquiries.

6

Move in



Throughout the construction phase you will need to get inspections. Fernleigh work with the approving authorities to provide final occupation certification to allow you to move in and use your new shed, pool, deck or pergola and obtain final approval.

*Note Fernleigh have a well established network of building professionals required for your project (such as engineers, bushfire consultants, environmental consultants). Different sites require different reports and assessments. Fernleigh help to provide competitive, cost effective and timely reports from our supplier network. These prices are additional and site specific. All quotes are approved by the applicant prior to proceeding.



Fernleigh
DRAFTING | COUNCIL SERVICES

Kit Plan – Packages available

Sheds, Pools, decks, pergolas and awnings structures

PLAN PACKAGE -1

- Site Plan only.

Inclusions:

- ✓ Detailed drawings of:
 - ✓ Existing structures
 - ✓ Proposed location of new structure, property boundaries,
 - ✓ Services (schematic layout).
 - ✓ Concept Drainage plan
 - ✓ Cut and fill Diagram

Note: Site visit not included and deposit plan not included. Survey plan / topographic heights provided by client

Only
\$299
Inc GST*

"I only need a site plan"

RESIDENTIAL, RURAL AND ENVIRONMENTAL ZONING PLAN PACKAGE

PLAN PACKAGE -2

- Plans ready for approval

Inclusions:

- ✓ Detailed drawings of:
 - ✓ Site plan – Detailing existing structures, proposed location of new structure, property boundaries, Services (schematic layout).
 - ✓ Elevations – Cladded Elevations detailing opening location and fall of natural ground.
 - ✓ Concept Drainage plan

Note: Conditions apply. Site visit not included. Survey plan provided by client

Only
\$740
Inc GST*

"I just need the plans, I'll do the rest"

RESIDENTIAL, RURAL AND ENVIRONMENTAL ZONING PLAN PACKAGE

PLAN PACKAGE -3

- Full plan package.

Inclusions:

- ✓ Attend site and conduct site measure*.
- ✓ Detailed drawings of:
 - ✓ Site plan – (Detailing existing structures, proposed location of new structure, property boundaries, Services - schematic layout, Free space ratios)
 - ✓ Elevations & Sections – Detailing stairs, decks, handrails, structures being attached and slope direction of natural ground.
 - ✓ Statement of Environmental Effects
 - ✓ Waste Management plan
 - ✓ Prepare plan set for council or Private certifier.

Only
\$1265
Inc GST*

"Can you come to site and prepare it all for approval?"

RESIDENTIAL, RURAL AND ENVIRONMENTAL ZONING PLAN PACKAGE

PLAN PACKAGE - 4

- Commercial/Industrial Plan packages

Inclusions:

- ✓ On Site consultation
- ✓ Detailed drawings of:
 - ✓ Site plan – (Detailing existing structures, proposed location of new structure, property boundaries, Services - schematic layout, Free space ratios)
 - ✓ Carparking and Landscape plan
 - ✓ Elevations & Sections – Detailing stairs, decks, handrails, structures being attached and slope direction of natural ground.
 - ✓ Statement of Environmental Effects
 - ✓ Waste Management plan
 - ✓ Prepare plan set for council or Private certifier.

Note: Conditions apply. Survey plan required to provided by client

Starting at :
\$4235
Inc GST*

COMMERCIAL/INDUSTRIAL ZONING PLAN PACKAGE

Building Certificate package

Already built or thinking of building without approval?

Whilst council can be difficult to deal with at times, Illegally built structures can cause significant stress when identified.

Illegal building works are those undertaken without the issue of a valid Construction Certificate. This also includes building work where a Construction Certificate has been issued and certain conditions under the Development Consent have not been met.

Where illegally built structures are identified, council will:

- Issue a 'Stop work notice' to projects underway.
- Issue fines
- Issue demolition orders
- Provide the owner and/or builder the option to demolish or modify an existing development application.
- Pursue Land and Environment court proceedings.

The only way to rectify an illegally built structure is to submit a '**Building information certificate application**' to council – BC for short.

The process involved is a typical planning process however some of the steps are not able to be undertaken because work is already completed and as such, additional professionals may be required to be engaged to assess the building and provide reports to confirm that the work has been conducted in accordance with all relevant building codes. Please note: Building Certifiers can not approve work retrospectively and some governing authorities such as the Mines subsidence authority can also refuse retrospective approvals – **ITS JUST NOT WORTH IT!**

Building Certificate Plan package (for Illegally built structures)

Inclusions:

- ✓ On Site consultation
- ✓ Engagement with professionals required (engineers etc)
- ✓ Detailed drawings of 'As built':
 - ✓ Site plan – (Detailing existing structures, proposed location of new structure, property boundaries, Services - schematic layout, Free space ratios)
 - ✓ Elevations & Sections – Detailing stairs, decks, handrails, structures being attached and slope direction of natural ground.
 - ✓ Photos of structure
 - ✓ Prepare plan set for council
 - ✓ Complete council forms and submission to council.
 - ✓ Engage external professionals (engineers, surveyors).

From
\$1799
Inc GST*



Tip :

Be transparent with council

Provide them with the information they need to fully assess the situation.

Have any construction documentation prepared

(old engineering, construction photos etc).

Terms and Conditions.

Terms, Conditions and Disclaimers:

Drafting and Turnaround Times:

- Turnaround times detailed are based on number of days from site assessment to submission to approving authority.
- Turnaround times are dependent on the relevant information being provided to Fernleigh in full and payment being made on time.
- Turnaround times will extend if Variations requests are required by you.
- Max size – The maximum size building covered under the above price list is 350m2. Buildings over this size are to be quoted separately by Fernleigh (Fee estimate = Commercial/Industrial Buildings over 350m2 are estimated at \$11/m2 or \$5/m2 for commercial agricultural).
- The times detailed are for plans to be returned to you based on information provided by You and do not include changes requested by You, Council Representatives, Builders, kit sellers or Your PCA.
- Turnaround times may extend in higher volume periods such as Steel price rises, EOFY and Christmas etc.
- Turnaround times may also be delayed due to closures, lockdowns and events out of Fernleigh's control.
- Printing and postage – Printing and postage fees apply for plan packs. All files can be provided via email and taken to printer to be printed on A3 by You on request. All documents can be placed on a USB. Additional fees apply.

Approval and Variation:

- Whilst we seek to get every application approved with council, there is no guarantee that council will accept and approve the application. As such the purchasing of a shed, prior to approval is a risk you bear.
- Whilst variations to the council DCP can be approved (although not guaranteed), these come with additional work both in the planning and the submission/council stage. As such, jobs that require one or more variations to council DCP items such as maximum size, height, cut and fill or setbacks, have additional costs associated with them as detailed in the order form/price list.
- Building within protected areas will also likely receive pushback from council, as such there is additional work and time required in these plans and submissions. Bushfire, Flood, Water Catchment, Riparian Water, Mine Subsidence will likely require additional work with council to finalise
- Jobs with one or more variations, will likely take longer in the drafting, submission and approval stages as opposed to a proposal completely compliant with council DCP guidelines.

External professional services that may be required:

- Deposit Plan & Planning certificate costs – 'Deposit plans' detail your property boundaries and enable us to locate and position your proposed development on your site. A Deposit Plan is normally provided in your deed when you purchase a property. If you cannot provide a Deposit Plan, a fee of \$60.5 (Inc GST) is applicable to obtain these documents through an information broker. Planning certificates (also known as Section 10.7 certificates) and 88b Instruments are also normally provided from your conveyancer when buying a property. Additional fees may apply if council or the certifier requests these.
- Bushfire assessments – May be required if you are planning to erect an outbuilding, deck or pergola within 10m of a dwelling in a fire zone. Fernleigh can arrange a quote for you from an external professional should this be required.
- Mine Subsidence Approval - This will be required if your property is within a Mine Subsidence District. The costs of this approval/stamping are detailed in the price list.
- Water Authority Approval – Approval/Stamping may be required from a water authority to ensure the proposed build is not affecting existing assets. The costs of this approval/stamping are detailed in the price list.
- Site Survey – Council or certifier may request a site survey providing ground levels to Australian Height Datum (AHD) or FINAL SURVEY to confirm location of 'as built' structure. This service is to be conducted by a registered Surveyor. Fernleigh can organise this for you.
- Outdoor kitchen detailing/ Wet area detailing – Outdoor Kitchen and wet area detailing charged \$110 +GST (Example = External powder room or Laundry <=10m2). This will involve changing plans to Class 1a Habitable.
- Sewer Peg outs – If you are proposing to build OVER or ADJACENT to a sewer service; a 'Sewer peg out' may be requested. Sewer peg outs are conducted by registered inspectors and charges are made directly to you via your chosen inspector. Sewer peg out information can be added to your development application plans after the peg out is conducted. Give us a call for more information.

Costs not covered by Fernleigh:

- Fernleigh **does not** pay council or certifier fees associated with council applications.
- Council may request additional information in the form of external professional reports such as; Additional drafting, Detailed Survey Reports, Bushfire Reports, Arborist Reports, Flood Certificates. Whilst we can assist in engaging the relevant professional, Fernleigh does not cover the cost of the report itself.
- Additionally, plan stamping may be required by the relevant water, property or mine authority. Whilst we venture to have these approvals/stamping undertaken prior to the submission to council, these can be requested by council even where it does not appear to be required. In either event, the submission of plans for stamping may create additional delay in the process which is out of Fernleigh's control.

Documents required from you throughout process:

- Your signature on council forms for submission.
- Engineering from manufacturer of shed, awning, etc.
- Any correspondence from council directly to yourself following submission.

Minimum fee

- A minimum site call out fee of \$185 (+GST) applies if the job is cancelled after the site measure is conducted or cancelled due to information being provided on site by a representative of Fernleigh.

Drafting Services (Class 10 Structures & Pools)

	Price (\$) inc GST	Tick
Site Consultation	\$ 199.00	<input type="checkbox"/>
Site Measure.	\$ 360.00	<input type="checkbox"/>
Plan Package 1 (Site plan only)	\$ 299.00	<input type="checkbox"/>
Plan Package 2 (Plans only)	\$ 740.00	<input type="checkbox"/>
Plan Package 3 (Site visit, plans, SoEE & WMP)	\$ 1,265.00	<input type="checkbox"/>
Plan Package 4 (Commercial/ Industrial)	Per spec.	<input type="checkbox"/>
Building Certificate plan set.	\$ 1,849.00	<input type="checkbox"/>
Detail Retaining Walls (\$/lm)	\$ 8.80	<input type="checkbox"/>
Add Wet area or Kitchenette up to 10m2 (\$/hr)	\$ 121.00	<input type="checkbox"/>
Add additional Building (same site \$/hr)	\$ 121.00	<input type="checkbox"/>
Attend site to meet with council (max1hr)	\$ 185.00	<input type="checkbox"/>

**FERNLEIGH
EOFY SALE**
5% off all prices detailed – Ends COB 30th of June, 2023
LIVE NOW!
T&C's apply.

Additional services required (site specific)

Additional drafting (\$/hr)	\$ 121.00	<input type="checkbox"/>
Purchase Deposited Plan (if not provided by client)	\$ 60.50	<input type="checkbox"/>
Submit Exempt development, Complying Development Certificate or Development application	\$ 165.50	<input type="checkbox"/>
Submit Construction Certificate application to approving authority	\$ 165.50	<input type="checkbox"/>
Mines Subsidence Approval application	\$ 71.50	<input type="checkbox"/>
Water authority approval (Res/Ind Zones) Required on all residential applications	\$ 71.50	<input type="checkbox"/>
SOEE (Statement of Environmental Effects) or Exempt development report	\$ 242.00	<input type="checkbox"/>
WMP (Waste Management Plan)	\$ 180.00	<input type="checkbox"/>
Bushfire self assessment	\$ 71.50	<input type="checkbox"/>
Swimming Pool BASIX Certificate	\$ 450.00	<input type="checkbox"/>
Development Control Plan (DCP) Variation Request to : Reduce the distance of the proposed structure to the side or rear boundaries, build in front of primary building lines, exceed the maximum floor space, exceed the max roof height, exceed max cut/fill. Note: Variations requested will extend approval turnaround times.	\$ 145.00 / variation	<input type="checkbox"/>
Request to Build over sewers exc water asset owner fees.	\$ 165.00	<input type="checkbox"/>
Request to Remove trees in an environmentally protected zone (source/engage & liaise Arborist) Exc Arb cost.	\$ 165.00	<input type="checkbox"/>
Bio Diversity Mapping review application	\$ 499.00	<input type="checkbox"/>
Bio Diversity assessor engagement fee (source/engage & liaise environmental consultant) Exc consultants cost.	\$ 119.00	<input type="checkbox"/>
Building Envelope modification requests	\$ 363.00	<input type="checkbox"/>
Flood affected property assessment (acquire flood report, source/engage & liaise surveyor). Exc survey cost.	\$ 485.00	<input type="checkbox"/>
Building within 1% AEP Flood mapped area (source/engage & liaise flood/hydraulic engineer and council)	\$ 699.00	<input type="checkbox"/>
Dilapidation reports (photos/application) exc restoration bond	\$ 149.00	<input type="checkbox"/>
Purchase Land Title/Crown plan (if Crown plan not provided)	\$ 80.50	<input type="checkbox"/>
Informal GIPA request (existing council records for your property i.e existing plans)	\$ 119	<input type="checkbox"/>

Sections

Section 68 – Stormwater connection application (ex council fees)	\$ 34.00	<input type="checkbox"/>
Section 68 – Wastewater connection application (ex council fees)	\$ 34.00	<input type="checkbox"/>
Section 68 – Modify existing septic effluent disposal area (ex council fees)	\$ 249.00	<input type="checkbox"/>
Section 4.55 (Modification to existing Development Application) (ex council fees)	\$ 165.50	<input type="checkbox"/>
Section 138 (Driveway application) (ex council fees)	\$ 99.00	<input type="checkbox"/>
Section 10.7 (Planning certificate)	\$ 220	<input type="checkbox"/>

Order Form

Register below (scan and email to admin@fernleighdrafting.com.au):

Proposed (Shed/Deck/Patio/Pool etc):

Property Owners First Name(s):

Property Owners Last Name(s):

Street:

Town:

State:

Post code:

Lot & DP # (if known):

Mobile:

Tick



Payment Terms – 50% min payment required to commence. Final 50% payment invoice due prior to CDC review and/or DA plans being released

I have read and accept the terms and conditions for this offer and understand the pricing information provided and payment terms above.

Email:

Kit Supplier or PROMO CODE:

Signed:

Date:

..... / /

Prices valid 90 Days (1st of March – 30th of June, 2023).

FAQ's.



Approval Questions

- What approvals do I need? **Development Approval, Construction Certificate, Occupation Certificate or Compulsory Development Certificate**
- Timeframes on approval? **We can't say, every council is different and depends on a number of factors.**
- Can I build before I get all my approvals? **NO**
- What if I have built before getting approval? **You will need a Building Information Certificate.**
- Does my neighbour get notified? **Yes (for all residential zoned property, some small environmental and rural zoned)**

Fees Questions

- Do I get my fees paid to Fernleigh back if I don't get approved? **No**
- Does Fernleigh pay for external professionals requested by council (i.e. landscape architects, flood items, geotech, arborist, Env. Consultants, Bushfire Report, etc)? **No.**

Environmental Planning Item Questions

- What is terrestrial biodiversity? **This spatial dataset identifies the land where development implications exist due to the presence of terrestrial biodiversity as designated by the relevant NSW environmental planning instrument. The data identifies areas of biodiversity in NSW. The information in this dataset assists in protecting native flora and fauna and other ecological processes by identifying areas of high biodiversity.**
- How do I know if my property is affected? **Follow the instructions at the following link to find out if your property is affected: <https://www.epbc.gov.au/Maps/index.html?view=ROSETMap>**
- What do I do if my property is affected? **A BDAR assessment may be required, by an environmental consultant, speak to Fernleigh to arrange.**
- What do I have to do if I am bushfire affected? **Class 10 structures must be built a minimum of 6m away from the dwelling, to eliminate the requirement for a bushfire assessment.**
- How do I know if I am flood affected? **See local council flood zone mapping.**
- What do I do if I am flood affected? **You will require a flood certificate from council and potentially a survey if you are building within a flood zoned area. Certification will be required from the engineer of your kit to confirm compliance with flood requirements.**
- Do I need a separate approval for tree removal? **Tree removal can be detailed on a DA, if you are completing a CDC, a tree removal permit may be required.**

Documentation Questions

- What do I need for submission to the council? **Council forms, Final Plans, Notification Plans, Statement of Environmental Effects, Waste Management Plan at a minimum.**
- What is a Statement of Environmental Effects? **Assessment Report reviewing planning and council guidelines for your proposed development, and any environmental factors that may affect the proposal.**
- What is a Waste Management Plan? **Report detailing waste requirements for the proposed development during the demolition, excavation, build and post-build process.**
- If I have a survey plan already, does it reduce the time and cost? **Yes when within 6 months old, we will no longer need a site visit and your costs will be reduced. Photos will need to be provided.**
- Will my council require a survey? **Some councils within our network do require survey plans for all applications. Most councils/certifiers will require a peg-out survey at the completion of the job if building near boundaries. Surveys are also required for flood affected properties.**
- I have engineering plans, why do I need Fernleigh plans? **(What is the difference?) Fernleigh plans are for the DA or CDC approval, detailing what is being built and where. Engineering drawings are required for CC approval, detailing specifications for the build.**
- Are you a surveyor? **No**
- Why do I need full plans? **Not just site plan? Most certifiers and ALL councils require a full set of DA or CDC plans which detail Site Plan, Elevations, Floor Plans and Natural Ground Heights.**
- At what stage do I need engineering plans? **Before we submit a CC to the council or certifier. We need at minimum, the kit supplier quote to begin DA plans.**
- Why do I need water authority approval if I am not connecting any water? **Water approval is to confirm whether the proposed structure will effect any underground sewer or water assets on the property, and identify the proposal's distance to these asset's zone of influence.**
- What does a survey include that is different to a site measure? **Our site measure only takes existing structures and their use, natural ground heights of the proposed structure for drafting purposes only (not to AHD). Our measure only locates fences, rather than the true property boundary. A survey will take site contour details, boundary lengths and coordinates and topographic heights to AHD.**
- What is the difference between detailed survey and peg-out survey? **A Detailed Survey confirms the site characteristics prior to work being done. A peg out is to confirm proposed structure or completed structure's placement from the boundary and it's offset distance.**

Build Questions

- How much can I excavate? Or lift? **This is dependant on council guidelines, please contact us for your council guideline breakdown. Any moderate excavation generally needs a development application.**
- When can I start building? **Once your Construction Certificate has been issued.**
- Are you also builders? **No**
- Do you have builders? **Yes, we have builders we can recommend. Or you can contact your kit provider for a list of recommendations.**
- How do I get an owner builder's licence? **<https://www.service.nsw.gov.au/transact/apply-owner-builder-permit>**
- What licence does my builder have to have? **Depends on the value of the project; over \$25,000 requires FULL builders licence and HBCC insurance.**
- Can my builder make changes to what has been approved? **No, if they build different to the plans approved by council a \$4.55 modification application may be required (Fees apply).**
- Does my builder have to let council know before they start work? **Yes, either you or your builder must notify the inspecting authority prior to works beginning (see their T&C's for time frame of notification).**
- I have gotten multiple structures approved on the same DA, do they all have to be built at once? **No, a staged CC can be issued.**
- How close can I build to my sewer? **This will depend on the local water authority, this is something we will clarify with the authority prior to submission.**

Kit Questions

- My kit seller has a sale on, should I buy now? **No, get approved first, risk is on the consumer.**
- Can you hurry my job up, my kit is sitting on site getting damaged? **Jobs are completed in order of receipt and then submitted to council where turn around times are unpredictable.**
- What if it doesn't get approved? **The likelihood is low, we assess all jobs before plans are submitted to council. However we recommend you do not order your kit until it is approved.**
- What if I change my kit while plans are being drawn or in council? **Notify us, depending on where the application is at, we may be required to submit a \$4.55 modification (costs apply).**
- What if I don't have a supplier chosen yet? Or a design? **A supplier is required to be selected prior to CC submission, as kit supplier engineering plans are required for council. You will need to confirm the design to assist with DA plan drafting.**

Time Frame Questions

- How long does council take? **It depends on your project proposal and site conditions. Each job varies. However, the more variations to council guidelines, the slower the assessment will be.**
- How do I find out where it is at with council? **We keep you informed throughout the assessment process and keep you updated with changes required by council.**
- Should I engage an external professional before the DA is submitted? **No, we will only recommend they are prior if we are certain council will require you to undertake their services. Otherwise, we wait until it is absolutely necessary and requested by council.**

Process Questions

- How long do you take? **Measure up within a week (weather permitting). Plans returned for review varies depending on work involved and high-volume periods.**
- What is your process? **In short, 3 steps.**
- 1. Project and site assessment
- 2. Documentation Development
- 3. Submission to approving authority.
- What's quicker DA or CDC? **Do I get to choose? What is cheaper? CDC is quicker and cheaper, it is always the preferred pathway, however we cannot determine this until plans are developed and reviewed by a certifier.**
- How will I know where my job is? Will I get up updates? **Our automated update system advises you on your jobs progression throughout our process.**
- What is the payment process? **After project and site assessment, minimum 50% payment is required before plans begin. Final 50% payment required before submission to council.**
- What if I only pay the first 50%? **Your job will not be submitted to council until full payment is received.**
- Is my fee refundable? **No.**
- Can I just give it to you to deal with? **Yes.**
- What if I want to run my business out of my shed? **Is it any different? Yes, our commercial packages will apply and drastically change what is required for approval.**

Council Questions

- Does council have to come to site? **Council attends site for all development applications, they do a pre-DA inspection prior to approving.**
- Do they provide notice before attending? **No, not always.**
- Are your council fees covered by your council submission cost? **NO**
- Do I have to use council to get approved? **No, if you job falls within CDC guidelines only a certifier will be required.**
- Who needs to sign council forms? **All legal land owners, signing their legal name.**
- Where do you send the application? **The NSW Planning Portal is the central hub for all development proposals in NSW that are sent to council.**
- Do I have to speak to council? **No, we can deal with council on your behalf.**



Fernleigh

DRAFTING | COUNCIL SERVICES

Natural disaster
victim support
packages available.

Call Today:
(02) 7902 5111

Email:
admin@fernleighdrafting.com.au

Or
Scan and register online:



www.fernleighdrafting.com.au