

# Fee Structure Guide

Date

## Contact Details

Name:

Postal Address:

Phone:

Email:

## Property Details

Site Address:

## 01 Title Particulars & Title Plan (including all Encumbrances & Covenants)

These can be found in/by:

- Contract of Sale
- Section 32 document
- Your solicitor
- Alternatively obtain a copy yourself online via the Land Data website  
<https://www.landata.vic.gov.au/>

A tutorial video on how to obtain a Title Document for your property from the Land Data website can be found on Planwise Design Facebook page: <https://www.facebook.com/planwisedesignbendigo/videos>

## 02 Design Brief / Sketches

What are your requirements, your wants and needs for the project.

For example:

- Is it a new build or an extension?
- Single or double storey?
- How large do you want the building or works to be?
- Are there 'must haves' i.e. 3 bedrooms and two living areas.

These can simply be in dot point form.

### **And/or**

Provide schematic sketches or mud maps of what you want. This can be an approximate outline of the existing residence with proposed rooms for an extension or for a new build, single outlines of rooms and/or areas.

## 03 Additional Information (Extensions & Alterations)

Do you have any original plans, soil test reports, energy ratings and/or structural documentation? This can be very helpful and contain useful information.

You can also carry out a building file search retrieval process through the City of Greater Bendigo, by going to the following web address: [https://www.bendigo.vic.gov.au/Services/Building\\_and\\_Property\\_Services](https://www.bendigo.vic.gov.au/Services/Building_and_Property_Services)

[Building Permits and forms>Building File Search Form](#) (Fee Applicable)

(Please read this form carefully as the fee must still be paid even if no information is retrieved.)

### **Note:**

(Please be aware that you cannot use other design companies / builders plans as they are all subject to copyright protection.)

