



INTRODUCTION – ORDERS / NOTICES

Thank you for calling our office today.

For us to assist you with your Council's Order/Notice, the process is detailed below:

1. Once we have been contacted we arrange for our Building Surveyor, Drew, to meet with you on site to review the alleged illegal building work according to Council's letter. During this visit, without over simplifying the matter which often is portrayed by Council's explanation, Drew will discuss with you what options are available to you to rectify the issues involved, or whether demolition is required as Council have instructed.
2. To engage us in assisting you, please forward a deposit of \$2007.50, as a confirmation for the initial site visit. Our direct debit details are:

Name: Pro Act.
Bank: Commonwealth Bank of Australia
Branch: Brentford Square
BSB: 063-888
Account no: 1013-3992

3. If required, Drew will negotiate with Council on your behalf and seek an extension of time
4. The next step is for Drew to write a detailed report to Council addressing their concerns. This may involve 4 hours of professional services (\$1606).
5. To have the Order/Notice lifted, our office will liaise with Council directly and follow up accordingly.
6. Depending on what is observed on site, a **Building Permit** may also be required for repair work. Building permit application fees are approximately \$1,900 and architectural or structural plans will be required thereof. This fee is independent to the illegal work cost.

We have often been successful in similar situations, however, we **are not able to offer any guarantee** as the final decision rests with your Council.

Please see our attached brochure and Illegal Work Form (Request for Preliminary Advice) which we will use to evaluate your situation and to confirm your engagement for the preliminary site visit.

A non-refundable deposit is required to confirm Saturday's inspection with our Building Surveyor. (Note: Our fee for complete work is approximately \$8,000 - \$9,000).

Please email copies of your Order/Notice from Council for our assessment and so that we may set up a file.

Thank you and we are looking forward to helping you.

Drew Wadsworth