

## INTRODUCTION – ORDERS / NOTICES

Thank you for calling our office today.

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

1. Once we have been contacted, we arrange to meet with you on-site to review the alleged illegal building work according to Council's letter. During this visit, without oversimplifying the matter, as portrayed by Council's explanation, will discuss with you what operations 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 and confirmation of \$2,006, for Mitcham and \$2,506 for remote areas, as a trigger for the initial site visit. Our direct debit details are:

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

3. If required, we will negotiate with Council on your behalf and seek an extension of time.
4. The next step is to write a detailed report to Council addressing its concerns. This may involve 3 hours of professional services (\$1,320 + GST).
5. To attempt 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 \$2,600 and architectural or structural plans will be required. This fee is independent to the illegal work cost. Drew Wadsworth, BSU 1007 and BIU 1006 is our Building Surveyor.

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

The non-refundable deposit is required to confirm Saturday's inspection with our Building Surveyor. (Note: Our fee for complete work is further \$4,000-\$5,000.)

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.

**ProAct Building Consultants**

