

# LAZAROVSKI DESIGN

## 4 STEP PROCESS

### Stage 1: TOWN PLANNING PERMIT

SITE REVIEW



**Initial Meeting**

- we catch up to discuss:
  - your project
  - requirements
  - regulations
  - the process
  - feasibility

**Site Review**

- we review your site and investigate any restrictions, design guidelines, covenants, etc
- contact local council and discuss any specific requirements (if any)
- establish the site's constraints and opportunities

**Feedback & Fee Proposal**

- we explain our findings and recommendations for your review
- we provide feedback on what is possible for your site
- we provide a fee proposal for your review and acceptance

DESIGN



**Commencement**

- once engaged, we order all required information (easement details, title information, DWD info, etc)
- we visit the site and take any required measurements
- we locate any trees, light poles, crossovers, neighbouring properties, etc.

**Plot Layout & Concepts**

- we make a full assessment of the site
- we design a 'Plot Layout' which is generally an overview of your site and the general location of each dwelling and including:
  - location of the dwellings
  - location of garages & carspaces
  - turning circles
  - visitor's car spaces
  - Private Open Spaces (POS)
  - area of each dwelling

**Floor Plan Design & Development**

- once the plot layout has been tweaked and approved by you, we commence the ground floor plan design
- after the ground floor has been adjusted to suit your requirements, we commence the first floor for your review and approval
- we amend the floor plan until you are satisfied with the design
- we point out any concerns that council may have along the way

**Facade Design & Development**

- after the floor plans have been resolved, we commence the facade design
- we amend to ensure that you are satisfied with the design, and general 'theme' of the development
- you approve the design and we begin formally finalising the application for council submission

**Collate Consultants**

- we put together any required consultants, such as:
  - arborist
  - land surveyor
  - traffic engineer
  - landscape architect, etc.

SUBMISSION



**Council Submission**

- we formally submit to council for assessment
- we manage the correspondence on your behalf and deal with the town planners directly if you wish

**Council Preliminary Review**

- the application is allocated to a town planner
- the assigned town planner will make a preliminary assessment on your project
- the town planner may request further information to help assess the development

**Request for Further Information (RFI)**

- the town planner may formally request for more information
- at this point they will advise if they have any concerns with the proposal and provide an opportunity for the concerns to be addressed

**Re-Submission**

- we assess council's concerns together
- we then work out design solutions for a positive outcome
- we may meet with council to iron out any issues (if required)
- we then make any required design changes, with your feedback
- we resubmit to council, once you are satisfied with any changes

**Council Assessment**

- the town planner will review the RFI provided
- they will assess if any design changes were made as requested
- they prepare the advertising material

ADVERTISING



**Advertising Period**

- the sign is erected by you on the site
- council notifies the affected neighbours via mail (at their discretion)
- It is during this period that council is open to objections.

*(Note that objections must be valid and in writing by the objector, and must state how they are affected by the proposal)*

**Objections Received**

- the town planner will assess if any objections are received
- council may organise a meeting between the objectors and the applicant to try and resolve any issues
- each council has their own 'objection policy' and may approve or refuse an application based on number of objections
- objections must be valid, in writing and explain how the development affects the objector or how it fails to meet ResCode or council's design guidelines

**Council Meeting**

- the town planner may receive too many objections to be able to decide on the application
- the application may be put up for review and a vote by the councillors on the approval of the development

**Refusal**

- council may refuse the application based on too many objections, but might have approved it otherwise if there were no objections
- Council may consider the proposal an over-development, or there may be too many non-compliance to issue a town planning permit

**VCAT**

- if the application be refused, then we have expert Town Planning Consultants who can assist in making an application to VCAT to have the decision reviewed.
- generally, you have more chances of having the development approved at VCAT if you have council's support (ie, too many objections to grant a permit through council)

**Notice Of Decision (NOD)**

- council may issue an NOD if they feel that the design should be approved
- the objectors have 21-28 days to lodge an appeal at VCAT to have the NOD reviewed
- if no VCAT applications are lodged within 21-28 days, then council issues the Town Planning Permit

**Council Final Assessment**

- the town planner will conduct a final assessment of the proposal
- they will assess any objections and may provide to us for comments
- they may take into consideration any objections during their assessment
- they prepare the report that is then submitted for signing

**Town Planning Permit Issued**

- the Town Planning Permit is issued
- we assess the permit and make any changes as required in the permit
- we submit the plans for endorsement

**Endorsed Drawings**

- the town planner will assess the design changes (if any)
- they endorse the drawings which then form part of the Town Planning Permit
- Stage 1: Complete

### Stage 2: BUILDING PERMIT

WORKING DRAWINGS



**Project Review & Fee Proposal**

- we review your project and assess what consultants are required
- we provide a fee proposal for your review and approval

**Commencement**

- we order the required information from council and the water authorities
- they may include:
  - Legal Point Of Discharge for Stormwater
  - Property Information Certificates
  - Easement Information
  - Flood Level Advice Certificates, etc.

**Engage Consultants**

- we engage the required consultants to do their part. They may include:
  - geotechnical engineer
  - structural engineer
  - civil engineer
  - energy rater, etc.

**Commence Working Drawings Documentation**

- we commence the Working Drawings for your project.
- these drawings explain how the development is to be put together
- we ensure compliance with the National Construction Code and relevant Australian Standards

**Collate Consultants**

- we send our Working Drawings to the required consultants so they can do their part
- we work closely together to ensure that any minor issues are resolved early

**Package All Information**

- we put together all the information, drawings, computations and specifications from each and every consultant engaged
- we prepare the final drawings package for:
  - client handover
  - building permit submission
  - building quotes & contracts

**Building Permit Submission**

- we submit to the Relevant Building Surveyor (RBS) for assessment
- we work with the RBS directly to iron out any minor issues they may have
- an RFI may be issued for some consultants to work through and provide further information
- the RFI is re-submitted to the RBS for assessment

**Building Permit Issued**

- a building permit is issued
- construction may commence

### Stage 3: CONSTRUCTION

BUILDING



**Obtain Quotes**

- send to builders for quotes

If you do not already have a builder in mind, then we can recommend a builder that will be a perfect fit for your project, no matter how small or large. From our experience, there is no point going to a small builder for a large job, or a large builder for a small job. You need the right builder for the right project. A specialist in their field

**Assess Quotes**

- discuss the project with the builder
- obtain quotes for the project
- assess the quote and inclusions

**Provide Quotes & Recommendations**

- review the quotes & inclusions together
- provide a recommendation
- highlight any concerns or areas to be mindful of

**Builder Engaged**

- you decide on a builder and engage them directly
- sign contracts and pay deposit

**Construction Commences**

- your builder will commence the construction of the project
- there are mandatory inspections that they will organise along the way
- the project finalises the project

### Stage 4: SUBDIVISION

SUBDIVISION



**Engage Licenced Land Surveyor**

- you engage a Licenced Land Surveyor to prepare the subdivision application to council
- they base the subdivision on the endorsed drawings and the town planning permit previously approved

**Subdivision Submission**

- the Land Surveyor will make the application to council for approval
- councils send to the relevant authorities for comments and approval. They include:
  - water authorities
  - electrical authorities
  - telecommunication authorities
  - gas authorities, etc

**Construction Completed**

- the project is completed, including landscape and any other conditions on the town planning permit
- occupancy permit is issued

**Statement Of Compliance (SoC)**

- once all conditions on the town planning permit have been met, then council issues the Statement of Compliance

**Titles Office**

- once the Statement of Compliance is issued, the paperwork is lodged at the Titles Office
- the application is assessed and once approved, new titles are produced and the subdivision is registered
- the project is now complete