

# POINT BOSTON COMMUNITY CORPORATION

## APPROVAL PROCESS FOR MINOR WORKS

This document sets out the process for obtaining approval for the completion of minor works such as small additions, fencing, house painting, additional structures etc.

1	Initial Review	<ul style="list-style-type: none"> <li>The lot holder contacts the <i>New Builds Representative</i> by email (<a href="mailto:ptbostonnewbuilds@gmail.com">ptbostonnewbuilds@gmail.com</a>) with details of the proposed works.</li> <li>The <i>New Builds Representative</i> first confirms whether council approval is required. The lot holder must provide confirmation.</li> </ul>
2	Assessment Against Design Guidelines	<ul style="list-style-type: none"> <li>If council approval is not required, the <i>New Builds Representative</i> reviews the proposal against the community's design guidelines.</li> </ul>
3	Referral to the Design Review Architect (DRA)	<ul style="list-style-type: none"> <li>If the proposal meets the design guidelines, the lot holder must submit all their details, fees and drawings to the DRA for final sign-off.</li> <li>The DRA will charge the lot holder a fee of <b>\$75 + GST</b> for this service.</li> </ul>
4	Non-Compliant Proposals	<ul style="list-style-type: none"> <li>If the proposal does not comply with design guidelines, the lot holder may elect to present the proposal to the committee for consideration.</li> <li>If the committee approves the proposal, it will then proceed to the DRA for sign-off (fee: <b>\$75 + GST DRA charges lot holder</b>).</li> </ul>
5	Minor Works	<ul style="list-style-type: none"> <li>For simple works such as house painting or fence erection, changes to landscapes, the decision may be made in-house by the <i>New Builds Representative</i> without DRA referral and <b>no fee will apply</b>.</li> </ul>