



BLACKHOUND

ARCHITECTURE & RENDERING

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Dewald Potgieter
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Unit 10 – The Network
19 Cactus Road
Fairview
Port Elizabeth (Gqeberha)
Eastern Cape
2075

Client(s):

Rob Libbrecht | Colin Benadie
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rob@stucken.co.za | Colin.Benadie@mpc.co.za

Date: 26 Feb 2026

SCOPE OF WORKS:

Municipal submission and pricing drawings for the new residential addition at **21 Andries Pretorius St, Sedgefield, (Erf 1609, Sedgefield).**

1) Project brief:

a. Drawing process:

- New building area: 65 sqm
- New covered canopy: 60 sqm
- Existing building area: 102sqm + 50 sqm (GF + FF)
- Existing toolshed: 10 sqm
- Drawings to complete:
 - Site plan
 - Basic floor plans
 - Sections
 - Elevations
 - SANS XA Calculations (Fenestrations, Lights, Roofs, etc)

b. Municipal submission (Knysna Municipality):

- Admin (Paperwork, etc)

c. Costing Drawings (Over & above):

- Window & Door schedules
- Electrical layout (Lights, plugs and switches)
- Drainage sections
- Threshold Details
- Roofing Details



Initial(s): _____

PROFESSIONAL FEES CALCULATION:

PHASE 1

1. **Drawing process** **R 13 000.00**
 - Drawing process to get it ready for submission.
2. **Municipal submission** **R 650.00**
 - Submission process to Knysna Municipality

TOTAL FOR PHASE 1: **(VAT not applicable) R 13 650.00**

PHASE 2

1. **Costing drawings** **R 1 950.00**
 - Over and above drawings to assist with costing

TOTAL FOR PHASE 2: **(VAT not applicable) R 1 950.00**

KINDLY NOTE:

*Should our scope of work increase, our fees will be adjusted to accommodate the extra scope.
This will be discussed before the work commences.

*This quote is only valid for 30 Days after the date of issue.

Excluded from the fees:

- Hard copy prints, if required.
- No other applications to the local authorities are included (e.g., Heritage applications, Occupation applications, etc.)
- No municipal or related fees are included (e.g. Council and municipal related fees/Levies/Estate/NHBRC)
- Other Professional consultancy fees that may be required (e.g. Structural Engineer, Quantity and Site Surveyors, Health & Safety, Professional Town planner, etc.)
- Execution of the works and testing of materials to ensure compliance with drawings and specifications remains the responsibility of the contractor.

PAYMENT TERMS:

- 1) **Deposit** payable upon acceptance of quotation. **(R 13 650.00)**
- 2) **Fees** payable upon **completion of Phase 2.** **(R 1 950.00)**



Initial(s): _____

TERMS AND CONDITIONS:

BLACKHOUND (also known as BLACKHOUND ENTERPRISES (PTY) LTD) will be appointed to produce and submit municipal drawings to the local authority, as well as to prepare additional drawings required for costing purposes.

Upon approval of the municipal drawings and handover of the additional drawings, BLACKHOUND's scope of work will be deemed complete.

1.1) SITE VISITS:

If additional Site Visits are requested, it be charged at **R 7 670** per Site Visit.

1.2) DEVIATIONS:

Any on-site deviations requiring updated plans will be billed at an hourly rate of **R650.00**. A separate quotation for revising will be provided to the client for their approval.

1.3) PRINTS:

Our fees are exclusive of any hard copy prints. If we must make hard copy prints for any reasons not attributed to BLACKHOUND ENTERPRISES PTY LTD, the client will be notified beforehand and will be invoiced separately or added to the client's final invoice.

Revision drawings will be emailed to the site management team or the client where hard copy revision drawings will be the responsibility of the contractor / client / site manager.

1.4) TERMINATION:

If the agreement between the parties is terminated by either party for reasons not caused by BLACKHOUND ENTERPRISES PTY LTD, the fee for the work in progress and the completed work will be due for payment.

1.5) SUSPENSION:

BLACKHOUND ENTERPRISES PTY LTD retains the right to suspend all service until the settlement of any outstanding account.

1.6) OTHER PROFESSIONALS:

BLACKHOUND ENTERPRISES PTY LTD is not responsible for the performance of other professionals (such as Town Planners and Engineers), nor for the quality of drawings and documents provided by them, tender prices, the actions of Homeowner Associations, Municipalities, or Municipal Services. We are also not responsible for the performance of the Contractor or any of their Sub-Contractors, Suppliers, or employees.

1.7) COPYRIGHT:

BLACKHOUND ENTERPRISES PTY LTD retains the ownership of copyright to all its intellectual property. No designs, drawings or documents may be used and shared with other parties without our express permission.



Initial(s): _____

1.8) FEE OFFSET:

The Client is not entitled to 'set-off' or withhold payment for any alleged claim against either BLACKHOUND ENTERPRISES PTY LTD or any other party involved in the building contract. The claim is to be dealt with on its own merits.

1.9) VAT:

BLACKHOUND ENTERPRISES PTY LTD. Is not a VAT vendor. All architectural fees presented are exclusive of VAT until further notice. If the client requires a VAT number, we can make the necessary arrangements.

ACCEPTANCE:

The Terms and Conditions presented here may be modified or amended as necessary only by written instrument signed by both parties.

By submitting the non-refundable deposit payment, you are agreeing to the terms and conditions detailed in this document. This proposal is agreed upon in full, signed and dated.

By signing this document, I indicate that I understand, agree to, and accept the terms and conditions as contained herein, dated **16 April 2026**.

I, _____ hereby agree to the Terms and Conditions laid out in this document.



Dewald Potgieter
Director | PAT 30442820
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Phone: 072 418 6867

Client(s): Rob & Colin
Date:

