



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:
Keenan Bovey
084 633 3033
Natalie.merrick@tcm.co.za

Date: 12 Jan 2026

SCOPE OF WORKS:

Measure, Design, and Municipal Submission of residential building on **27 Kraai Rd, Sherwood, Gqeberha (Erf 1847, Hunters Retreat).**

1) Project brief:

a. Measure and drawing up existing in 2D:

- o Size: +-188sqm (excl. carport)

b. New design

- o New flatlet (Outbuilding:
 - Size: +-75 sqm

c. Complete & submit municipal plans to NMBM:

- o Building totals:
 - Existing main building: +- 160 sqm
 - Additions: +-28 sqm
 - New outbuilding: +-75 sqm
 - Additions: +-28 sqm
 - Carport: +-51 sqm
- o Drawings to complete:
 - Site plan
 - Drainage sections
 - Basic floor plans
 - Sections
 - Elevations
 - SANS XA Calculations

Initial(s): _____

PROFESSIONAL FEES CALCULATION:

PHASE 1

1. Measure & Drawing as-built (2D only) R 6 425.00

- Measure on-site
- Drawing up existing in 2D

TOTAL FOR PHASE 1: (VAT not applicable) **R 6 425.00**

PHASE 2

1. New design layout (2D only) R 5 335.00

- 2D design layout

TOTAL FOR PHASE 2: (VAT not applicable) **R 5 335.00**

PHASE 3

1. Municipal Submission (Drawing process) R 16 870.00

- Submitting all affected areas for council approval.

2. Administrative (Submission process) R 2 000.00

- Documentation & Travel

TOTAL FOR PHASE 3: (VAT not applicable) **R 18 870.00**

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.



Initial(s): _____

PAYMENT TERMS:

- | | |
|---|---------------|
| 1) Deposit payable upon acceptance of quotation. | (R 6 425.00) |
| 2) Fees payable upon commencement of Phase 2. | (R 5 335.00) |
| 3) Fees payable upon commencement of Phase 3. | (R 18 870.00) |

TERMS AND CONDITIONS:

BLACKHOUND (also known as BLACKHOUND ENTERPRISES PTY LTD) will be appointed to measure and produce drawings of the existing residential building, as well as to design a new outbuilding (flatlet) consisting of 1 bedroom, 1 en-suite bathroom, a guest toilet, and an open-plan kitchen and living area.

Once client approval of the design layout is received, we will prepare and submit the required building plans, including any deviations and the proposed new outbuilding, to the local authority for approval.

Upon approval of the building plans by the local authority, Blackhound's scope of work will be considered complete.

1.1) SITE VISITS:

If additional Site Visits are requested, it be charged at **R 650.00** per Site Visit. This will be invoiced at the end of each month for the duration of the project or when Site visits are requested.

1.2) DEVIATIONS:

Any on-site deviations requiring updated plans will be billed at an hourly rate of **R 650.00**. A separate quotation for revising and, if necessary, resubmitting the drawings to council 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.



Initial(s): _____

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.

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.

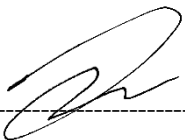
ACCEPTANCE:

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 **13 February 2026**.

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



Dewald Potgieter
Director | PAT 30442820
Email: dewald@blackhound.co.za
Phone: 072 418 6867

Client: Keenan Bovey
Date: 2026/02/12

