



KZN PublicWorks

*Department:
Public Works*

**PROVINCE OF KWAZULU-
NATAL**

..... Office
Private Bag X
.....
Enquiries
Tel: (....)
Fax: (....)
Ref:
Date:

Name and postal address of Consultant Architect

For Attention: Mr/Mrs/Ms

Sirs

APPROVAL OF SKETCH DRAWINGS: _____

I wish to advise you that, subject to any conditions which may be listed hereunder, the sketch drawings for the above service, which is estimated to cost R _____, have been approved. One signed set of the sketch drawings is attached for your records.

Conditions: _____

You will recall that when this commission was offered to you, it was conditional upon the completion of full documentation within ____months / an agreed time after the sketch drawings have been approved. In consultation with the Departmental Project Manager, will you please convene an early meeting with the other appointed consultants and advise me within 14 days when it is anticipated that :-

- (a) working drawings will be completed, and
- (b) the date when tenders can be invited.

Kindly note that the Client Department has been asked to confirm that it is in order to proceed to working drawing stage.

After such confirmation has been received and conveyed to you, the preparation of the working drawings may be proceeded with and submitted to this office for approval, prior to being forwarded to the Quantity Surveyor/s for measuring. It is in your own interests to maintain close liaison with this office when proceeding with the working drawings.

You are advised to study the "Conditions Under Which Consultant Architects In Private Practice are Commissioned By The Province Of KwaZulu-Natal" and to comply with the requirements contained therein.

Yours faithfully

HEAD : PUBLIC WORKS

Consultant Quantity Surveyor/s : _____

Consultant Structural Engineer/s : _____

Consultant E and M Engineer/s : _____

Liaison Architect :

Manager : Major Projects Management

Deputy Manager : Professional Services :

Regional Programme Management

Head: Department Of _____

For Attention: Mr/Mrs/Ms

Kindly confirm in writing, as a matter of urgency, that it is in order to proceed to full documentation of the service. One signed set of the sketch drawings is attached.

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