PAYMENT TERMS FOR PROJECTS TYPES 2,3 & 4

		Architect (ER,CS, Plan, BIM)		Civil and Structural Engineer		M&E Engineer		Quantity Surveyor		Other Consultants (Applies to consultants where payment terms have not been outlined)		PSDP		Fire Consultant	
		Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown
Stage 1	The Design Team Lead should co-ordinate and submit to the Client the complete set of co-ordinated drawings and documents required from all Design Team members in accordance with all the requirements of the relevant Design Team Procedures.	8.40%	12.00%	8.40%	12.00%	8.40%	12.00%	8.40%	15.00%	8.40%	15.00%	8.40%	10.00%	8.40%	12.00%
	The outstanding 30% of the Design Stage Fee value should be invoiced a minimum of 60 calendar days after the initial submission unless within that timeframe, the Design Team Lead receives notification from the Client that the Planning & Building Unit review process has identified non-compliant or missing elements to the submission.	3.60%		3.60%		3.60%		3.60%		3.60%		3.60%		3.60%	
Stage 2a	The Design Team Lead should co-ordinate and submit to the Client the complete set of co-ordinated drawings and documents required from all Design Team members in accordance with all the requirements of the relevant Design Team Procedures. With the Stage 2a submission, the Design Team Lead should also submit a valid invoice for each consultancy discipline (together) to the appropriate Department Officer handling the project through the Client based on 70% of the Design Stage Fee value.	9.80%	14.00%	9.80%	14.00%	9.80%	14.00%	10.50%	15.00%	10.50%	15.00%	14.00%	20.00%	9.80%	14.00%
	The outstanding 30% of the Design Stage Fee value should be invoiced a minimum of 60 calendar days after the initial submission unless within that timeframe, the Design Team Lead receives notification from the Client that the Planning & Building Unit review process has identified non-compliant or missing elements to the submission.	4.20%		4.20%		4.20%		4.50%		4.50%		6.00%		4.20%	
Stage 2b	A sub-stage payment, within Stage 2b, of 10% of the overall fee should be invoiced and paid to the Architect and the Civil/Structural Engineer on lodgement and validation of these statutory applications.	10.00%	30.00%	10.00%	35.00%	24.50%	35.00%	21.00%	30.00%	21.00%	30.00%	21.00%	30.00%	24.50%	35.00%
	With the Stage 2b submission, the Design Team Lead should also submit a valid invoice for each consultancy discipline (together) to the appropriate Department Officer handling the project through the Client based on 70% of the Design Stage Fee value (less any previous sub-stage payments).	11.00%		14.50%											
	The outstanding 30% of the Design Stage Fee value should be invoiced a minimum of 60 calendar days after the initial submission unless within that timeframe, the Design Team Lead receives notification from the Client that the Planning & Building Unit review process has identified non-compliant or missing elements to the submission.	9.00%		10.50%		10.50%		9.00%		9.00%		9.00%		10.50%	
Stage 3	Issue of Tender Report to DEY	3.40%	4.00%	3.40%	4.00%	3.40%	4.00%	4.25%	5.00%	4.25%	5.00%	4.25%	5.00%	3.40%	4.00%
	Issue of Letter of Acceptance to the Contractor	0.60%		0.60%		0.60%		0.75%		0.75%		0.75%		0.60%	
Stage 4	Bi-monthly - Submission of progress reports	Bi-Monthly	35.00%	Bi-Monthly	30.00%	Bi-Monthly	30.00%	Bi-Monthly	30.00%	Bi-Monthly	30.00%	Bi-Monthly	30.00%	Bi-Monthly	30.00%
Stage 5	Issue of Defects Certificate Issue of Final Account Supplement and approval by DEY Issue of DTP-2025 Stage 5 Completion Certificate	100.00%	5.00%	100.00%	5.00%	100.00%	5.00%	100.00%	5.00%	100.00%	5.00%	100.00%	5.00%	100.00%	5.00%
			100%		100%		100%		100%		100%		100%		100%

**** Fees during Stage 4 to be paid on a bi-monthly basis calculated as follows:**

(Stage 4 fee x 90%) ÷ (Project duration in months +1)/2

Balance of Stage 4 fee to be claimed on lodgement and validation of the Certificate of Compliance on Completion and the placing of the building on the Register by the Building Control Authority.

Percentage apportionment of fees where Stage 1 is already complete

		Architect (ER,CS, Plan, BIM)		Civil and Structural Engineer		M&E Engineer		Quantity Surveyor		Other Consultants (Applies to consultants where payment terms haven't been outlined)		PSDP		Fire Consultant	
		Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown
Stage 1	The Design Team Lead should co-ordinate and submit to the Client the complete set of co-ordinated drawings and documents required from all Design Team members in accordance with all the requirements of the relevant Design Team Procedures.		Complete		Complete		Complete		Complete		Complete		Complete		Complete
	The outstanding 30% of the Design Stage Fee value should be invoiced a minimum of 60 calendar days after the initial submission unless within that timeframe, the Design Team Lead receives notification from the Client that the Planning & Building Unit review process has identified non-compliant or missing elements to the submission.														
Stage 2a	The Design Team Lead should co-ordinate and submit to the Client the complete set of co-ordinated drawings and documents required from all Design Team members in accordance with all the requirements of the relevant Design Team Procedures. With the Stage 2a submission, the Design Team Lead should also submit a valid invoice for each consultancy discipline (together) to the appropriate Department Officer handling the project through the Client based on 70% of the Design Stage Fee value.	11.20%	16%	11.20%	16%	11.20%	16%	12.60%	18%	12.60%	18%	21.00%	30%	11.20%	16%
	The outstanding 30% of the Design Stage Fee value should be invoiced a minimum of 60 calendar days after the initial submission unless within that timeframe, the Design Team Lead receives notification from the Client that the Planning & Building Unit review process has identified non-compliant or missing elements to the submission.	4.80%		4.80%		4.80%		5.40%		5.40%		9.00%		4.80%	
Stage 2b	A sub-stage payment, within Stage 2b, of 10% of the overall fee should be invoiced and paid to the Architect and the Civil/Structural Engineer on lodgement and validation of these statutory applications.	10.00%	35%	10.00%	40%	28.00%	40%	25.20%	36%	25.20%	36%	21.00%	30%	28.00%	40%
	With the Stage 2b submission, the Design Team Lead should also submit a valid invoice for each consultancy discipline (together) to the appropriate Department Officer handling the project through the Client based on 70% of the Design Stage Fee value (less any previous sub-stage payments).	14.50%		18.00%											
	The outstanding 30% of the Design Stage Fee value should be invoiced a minimum of 60 calendar days after the initial submission unless within that timeframe, the Design Team Lead receives notification from the Client that the Planning & Building Unit review process has identified non-compliant or missing elements to the submission.	10.50%		12.00%		12.00%		10.80%		10.80%		9.00%		12.00%	
Stage 3	Issue of Tender Report to DEY	3.40%	4%	3.40%	4%	3.40%	4%	4.25%	5%	4.25%	5%	4.25%	5%	3.40%	4%
	Issue of Letter of Acceptance to the Contractor	0.60%		0.60%		0.60%		0.75%		0.75%		0.75%		0.60%	
Stage 4	Bi-monthly - Submission of progress reports	Bi-Monthly	40%	Bi-Monthly	35%	Bi-Monthly	35%	Bi-Monthly	36%	Bi-Monthly	36%	Bi-Monthly	30%	Bi-Monthly	35%
Stage 5	Issue of Defects Certificate Issue of Final Account Supplement and approval by DEY Issue of DTP-2025 Stage 5 Completion Certificate	100.00%	5%	100.00%	5%	100.00%	5%	100.00%	5%	100.00%	5%	100.00%	5%	100.00%	5%
			100%		100%		100%		100%		100%		100%		100%

**** Fees during Stage 4 to be paid on a bi-monthly basis calculated as follows:**

(Stage 4 fee x 90%) ÷ (Project duration in months +1)/2

Balance of Stage 4 fee to be claimed on lodgement and validation of the Certificate of Compliance on Completion and the placing of the building on the Register by the Building Control Authority.

Percentage apportionment of fees where Stage 2a is already complete

		Architect (ER,CS, Plan, BIM)		Civil and Structural Engineer		M&E Engineer		Quantity Surveyor		Other Consultants (Applies to consultants where payment terms haven't been outlined)		PSDP		Fire Consultant	
		Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown
Stage 1	The Design Team Lead should co-ordinate and submit to the Client the complete set of co-ordinated drawings and documents required from all Design Team members in accordance with all the requirements of the relevant Design Team Procedures.														
	The outstanding 30% of the Design Stage Fee value should be invoiced a minimum of 60 calendar days after the initial submission unless within that timeframe, the Design Team Lead receives notification from the Client that the Planning & Building Unit review process has identified non-compliant or missing elements to the submission.		Complete		Complete		Complete		Complete		Complete		Complete		Complete
Stage 2a	The Design Team Lead should co-ordinate and submit to the Client the complete set of co-ordinated drawings and documents required from all Design Team members in accordance with all the requirements of the relevant Design Team Procedures. With the Stage 2a submission, the Design Team Lead should also submit a valid invoice for each consultancy discipline (together) to the appropriate Department Officer handling the project through the Client based on 70% of the Design Stage Fee value.														
	The outstanding 30% of the Design Stage Fee value should be invoiced a minimum of 60 calendar days after the initial submission unless within that timeframe, the Design Team Lead receives notification from the Client that the Planning & Building Unit review process has identified non-compliant or missing elements to the submission.		Complete		Complete		Complete		Complete		Complete		Complete		Complete
Stage 2b	A sub-stage payment, within Stage 2b, of 10% of the overall fee should be invoiced and paid to the Architect and the Civil/Structural Engineer on lodgement and validation of these statutory applications.	**10.00%**		**10.00%**											
	With the Stage 2b submission, the Design Team Lead should also submit a valid invoice for each consultancy discipline (together) to the appropriate Department Officer handling the project through the Client based on 70% of the Design Stage Fee value (less any previous sub-stage payments).	**19.40%**		**24.30%**		**34.30%**		**31.50%**		**34.30%**		**42.00%**		**34.30%**	
	The outstanding 30% of the Design Stage Fee value should be invoiced a minimum of 60 calendar days after the initial submission unless within that timeframe, the Design Team Lead receives notification from the Client that the Planning & Building Unit review process has identified non-compliant or missing elements to the submission.	**12.60%**	**42%**	**14.70%**	**49%**	**14.70%**	**49%**	**13.50%**	**45%**	**14.70%**	**49%**	**18.00%**	**60%**	**14.70%**	**49%**
Stage 3	Issue of Tender Report to DEY	**3.40%**		**3.40%**		**3.40%**		**4.25%**		**3.40%**		**4.25%**		**3.40%**	
	Issue of Letter of Acceptance to the Contractor	**0.60%**	**4%**	**0.60%**	**4%**	**0.60%**	**4%**	**0.75%**	**5%**	**0.60%**	**4%**	**0.75%**	**5%**	**0.60%**	**4%**
Stage 4	Bi-monthly - Submission of progress reports	**Bi-Monthly**	**49%**	**Bi-Monthly**	**42%**	**Bi-Monthly**	**42%**	**Bi-Monthly**	**45%**	**Bi-Monthly**	**42%**	**Bi-Monthly**	**30%**	**Bi-Monthly**	**42%**
Stage 5	Issue of Defects Certificate Issue of Final Account Supplement and approval by DEY Issue of DTP-2025 Stage 5 Completion Certificate	**100.00%**	**5%**	**100.00%**	**5%**	**100.00%**	**5%**	**100.00%**	**5%**	**100.00%**	**5%**	**100.00%**	**5%**	**100.00%**	**5%**
			100%		**100%**		**100%**		**100%**		**100%**		**100%**		**100%**

**** Fees during Stage 4 to be paid on a bi-monthly basis calculated as follows:**

(Stage 4 fee x 90%) ÷ (Project duration in months +1)/2

Balance of Stage 4 fee to be claimed on lodgement and validation of the Certificate of Compliance on Completion and the placing of the building on the Register by the Building Control Authority.

Percentage apportionment of fees where Stage 2b is already complete

		Architect (ER,CS, Plan, BIM)		Civil and Structural Engineer		M&E Engineer		Quantity Surveyor		Other Consultants (Applies to consultants where payment terms haven't been outlined)		PSDP		Fire Consultant	
		Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown
Stage 1	The Design Team Lead should co-ordinate and submit to the Client the complete set of co-ordinated drawings and documents required from all Design Team members in accordance with all the requirements of the relevant Design Team Procedures.														
	The outstanding 30% of the Design Stage Fee value should be invoiced a minimum of 60 calendar days after the initial submission unless within that timeframe, the Design Team Lead receives notification from the Client that the Planning & Building Unit review process has identified non-compliant or missing elements to the submission.		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**
Stage 2a	The Design Team Lead should co-ordinate and submit to the Client the complete set of co-ordinated drawings and documents required from all Design Team members in accordance with all the requirements of the relevant Design Team Procedures. With the Stage 2a submission, the Design Team Lead should also submit a valid invoice for each consultancy discipline (together) to the appropriate Department Officer handling the project through the Client based on 70% of the Design Stage Fee value.														
	The outstanding 30% of the Design Stage Fee value should be invoiced a minimum of 60 calendar days after the initial submission unless within that timeframe, the Design Team Lead receives notification from the Client that the Planning & Building Unit review process has identified non-compliant or missing elements to the submission.		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**
Stage 2b	A sub-stage payment, within Stage 2b, of 10% of the overall fee should be invoiced and paid to the Architect and the Civil/Structural Engineer on lodgement and validation of these statutory applications.														
	With the Stage 2b submission, the Design Team Lead should also submit a valid invoice for each consultancy discipline (together) to the appropriate Department Officer handling the project through the Client based on 70% of the Design Stage Fee value (less any previous sub-stage payments).														
	The outstanding 30% of the Design Stage Fee value should be invoiced a minimum of 60 calendar days after the initial submission unless within that timeframe, the Design Team Lead receives notification from the Client that the Planning & Building Unit review process has identified non-compliant or missing elements to the submission.		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**
Stage 3	Issue of Tender Report to DEY	**12.75%**	**15%**	**12.75%**	**15%**	**12.75%**	**15%**	**12.75%**	**15%**	**12.75%**	**15%**	**12.75%**	**15%**	**12.75%**	**15%**
	Issue of Letter of Acceptance to the Contractor	**2.25%**		**2.25%**		**2.25%**		**2.25%**		**2.25%**		**2.25%**		**2.25%**	
Stage 4	Bi-monthly - Submission of progress reports	**Bi-Monthly**	**70%**	**Bi-Monthly**	**70%**	**Bi-Monthly**	**70%**	**Bi-Monthly**	**70%**	**Bi-Monthly**	**70%**	**Bi-Monthly**	**75%**	**Bi-Monthly**	**70%**
Stage 5	Issue of Defects Certificate Issue of Final Account Supplement and approval by DEY Issue of DTP-2025 Stage 5 Completion Certificate	**100.00%**	**15%**	**100.00%**	**15%**	**100.00%**	**15%**	**100.00%**	**15%**	**100.00%**	**15%**	**100.00%**	**10%**	**100.00%**	**15%**
			100%		**100%**		**100%**		**100%**		**100%**		**100%**		**100%**

**** Fees during Stage 4 to be paid on a bi-monthly basis calculated as follows:**

(Stage 4 fee x 90%) ÷ (Project duration in months +1)/2

Balance of Stage 4 fee to be claimed on lodgement and validation of the Certificate of Compliance on Completion and the placing of the building on the Register by the Building Control Authority.

Percentage apportionment of fees where Stage 3 is already complete

		Architect (ER,CS, Plan, BIM)		Civil and Structural Engineer		M&E Engineer		Quantity Surveyor		Other Consultants (Applies to consultants where payment terms haven't been outlined)		PSDP		Fire Consultant	
		Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown	Interim Payments	Stage % Breakdown
Stage 1	The Design Team Lead should co-ordinate and submit to the Client the complete set of co-ordinated drawings and documents required from all Design Team members in accordance with all the requirements of the relevant Design Team Procedures.														
	The outstanding 30% of the Design Stage Fee value should be invoiced a minimum of 60 calendar days after the initial submission unless within that timeframe, the Design Team Lead receives notification from the Client that the Planning & Building Unit review process has identified non-compliant or missing elements to the submission.		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**
Stage 2a	The Design Team Lead should co-ordinate and submit to the Client the complete set of co-ordinated drawings and documents required from all Design Team members in accordance with all the requirements of the relevant Design Team Procedures. With the Stage 2a submission, the Design Team Lead should also submit a valid invoice for each consultancy discipline (together) to the appropriate Department Officer handling the project through the Client based on 70% of the Design Stage Fee value.														
	The outstanding 30% of the Design Stage Fee value should be invoiced a minimum of 60 calendar days after the initial submission unless within that timeframe, the Design Team Lead receives notification from the Client that the Planning & Building Unit review process has identified non-compliant or missing elements to the submission.		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**
Stage 2b	A sub-stage payment, within Stage 2b, of 10% of the overall fee should be invoiced and paid to the Architect and the Civil/Structural Engineer on lodgement and validation of these statutory applications.														
	With the Stage 2b submission, the Design Team Lead should also submit a valid invoice for each consultancy discipline (together) to the appropriate Department Officer handling the project through the Client based on 70% of the Design Stage Fee value (less any previous sub-stage payments).														
	The outstanding 30% of the Design Stage Fee value should be invoiced a minimum of 60 calendar days after the initial submission unless within that timeframe, the Design Team Lead receives notification from the Client that the Planning & Building Unit review process has identified non-compliant or missing elements to the submission.		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**
Stage 3	Issue of Tender Report to DEY		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**		**Complete**
	Issue of Letter of Acceptance to the Contractor														
Stage 4	Bi-monthly - Submission of progress reports	**Bi-Monthly**	**85%**	**Bi-Monthly**	**85%**	**Bi-Monthly**	**85%**	**Bi-Monthly**	**85%**	**Bi-Monthly**	**85%**	**Bi-Monthly**	**90%**	**Bi-Monthly**	**85%**
Stage 5	Issue of Defects Certificate Issue of Final Account Supplement and approval by DEY Issue of DTP-2025 Stage 5 Completion Certificate		**15%**		**15%**		**15%**		**15%**		**15%**		**10%**		**15%**
			100%		**100%**		**100%**		**100%**		**100%**		**100%**		**100%**

**** Fees during Stage 4 to be paid on a bi-monthly basis calculated as follows:**

(Stage 4 fee x 90%) ÷ (Project duration in months +1)/2

Balance of Stage 4 fee to be claimed on lodgement and validation of the Certificate of Compliance on Completion and the placing of the building on the Register by the Building Control Authority.