

Certificate of consent application checklist

Read the *Owner-builder Application Kit*

Complete the following sections:

Section 1 – Main applicant details

Section 2 – Property details

Section 3 – Co-owner details

Section 4 – Building work required on the property

Section 5 – Owner-building work within 3 years (*if applicable*)

Section 6 – Application fee \$85.15 (cheque, money order or credit card)
(This fee change is effective from 1 July 2011)

Section 7 – Statutory Declaration (*refer to list of authorised persons*)

Section 8 – Attachments required:

- A copy of your driver's license or passport
- A copy of the 'Certificate of Title' (Register Search Statement - see: www.land.vic.gov.au)
- A copy of the ASIC Company Statement or Deed of Trust (if applicable)
- Additional information if applicable (refer to sections 3, 4 & 5).

IMPORTANT NOTES

- ***Incomplete applications may be returned to you unprocessed – please check before submitting.***
- ***Complete applications will be processed within 2-3 weeks of receipt.***
- ***Where further information is required, processing times may vary.***
- ***Applications must be completed by the owner.***