

Applicant Details

Name: Company:
 Postal Address:
 Phone: Email:

Owner Details

Name:
 Postal Address:
 Phone: Email:

Builders Details

Name: Company:
 BSA licence or owner-builder number:
 Postal Address:
 Phone: Fax: Email:

Site Details

Site Address: Suburb:
 Lot and Plan No.: Local government: Site area:
 Current use:
 Proposal:
 Nature of work: new construction alterations/additions demolition as built removal house
 Classification: (i.e. Class 1a is a detached house, Class 10a is a shed or patio and class 10b is a structure or pool)
 Maximum number of storeys: Dollar Value of proposed work
 Existing floor area to be retained: Proposed new floor area:

Proposed construction materials (tick applicable boxes)

External walls double brick steel curtain glass stone/concrete other
 brick veneer timber aluminium fibre cement
 Frame timber steel aluminium other
 Floor concrete timber other
 Roof covering slate/concrete tiles fibre cement aluminium steel other

Plumbing

Total No. of fixtures: Note: A plumbing application or inspections are not required for kitchen and bathroom renovations.

Application Checklist

- IDAS APPLICATION FORMS 1 & 2 (We will complete this for you provided you complete the details overleaf).
- BSA CONFIRMATION OF INSURANCE (The builder must pay BSA insurance if the value of work exceeds \$3,300).
- OWNER BUILDER PERMIT (A copy of the owner builder permit must be submitted if work value exceeds \$11,000).
- QLEAVE NOTIFICATION & PAYMENT FORM (Must be provided if the value of work exceeds \$80,000).
- DRAWINGS
 - Site plan, elevations & sections containing sufficient information to assess compliance with relevant codes.
 - An electronic copy in PDF format is preferred.
 - Drawings should be drawn to scale, preferably prepared by an Architect or licensed draftsman
- SOIL REPORT AND FOOTING DESIGN
 - A soil report and registered structural engineer's footing & slab for substantial building work, including proposed new dwellings and dwelling extensions. Please check that the engineer is recognised by us as competent.
- PLUMBING FORM 1 (If property not sewerred).

Engagement and Fee Agreement

It is agreed between the parties that Professional Certification Group will provide to the client the following services:

- Property and title searches;
- Checking compliance with town planning requirements;
- Assessing compliance with the Building Act; and Completing necessary statutory procedures;
- Carrying out relevant inspections.

Building Assessment	<input type="text"/>	+Inspections	<input type="text"/>	+Doc Lodgement	<input type="text"/>
<input type="checkbox"/> Footing	<input type="checkbox"/> Aspect Footing	<input type="checkbox"/> Slab	<input type="checkbox"/> Firewall	<input type="checkbox"/> Frame	<input type="checkbox"/> * Final
				<input type="checkbox"/> Pool Steel	<input type="checkbox"/> Pool Final
Build over Sewer / Stormwater Application	\$ <input type="text"/>	+ referral fee	\$ <input type="text"/>		
Bushfire Assessment	\$ <input type="text"/>				
Driveway Application	\$ <input type="text"/>	+ referral fee	\$ <input type="text"/>		
Plumbing Assessment	\$ <input type="text"/>	+ referral fee	\$ <input type="text"/>		
Water Connection	\$ <input type="text"/>				
Energy Efficiency Assessment	\$ <input type="text"/>				
Concurrence Application	\$ <input type="text"/>	+ referral fee	\$ <input type="text"/>		
Total (gst inclusive)	<input style="width: 100%; height: 20px;" type="text"/>				

Client Signature:

Date:

Professional Group:

Date:

**This quote is indicative and based on information provided. It does not include additional fees and charges that may be deemed necessary once a professional assessment has been performed*

Notes

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