



| VETTING CHECKLIST - AUDIT                                                                                                                                                                                                                                                                                                                                                                                                                      | Y/N  | User | Date                | Notes                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Application Form : Has the application form been properly completed?                                                                                                                                                                                                                                                                                                                                                                           | N    | DWy  | 01/11/2021 09:24 am | The owner name listed on the application form down not match any of the names listed on the record of title. Please provide the contact name/s and contact details for current owner/s.                                                                                                                                                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                | VRFI | DWy  | 01/11/2021 09:33 am | The owner name listed on the application form down not match any of the names listed on the record of title. Please provide the contact name/s and contact details for current owner/s.                                                                                                                                                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                | N    | DWy  | 05/11/2021 02:38 pm | The owner section of the application form must match the record of title therefore we cannot list Matt Galvin as an owner. However if the owner/s wish for Matt to act on their behalf, we can list him as a primary contact. We can also list Matt to pay the associated fee&#039;s. Please confirm the above and also confirm the owner names to be listed on this application form (if not all) |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                | VRFI | DWy  | 05/11/2021 02:39 pm | The owner section of the application form must match the record of title therefore we cannot list Matt Galvin as an owner. However if the owner/s wish for Matt to act on their behalf, we can list him as a primary contact. We can also list Matt to pay the associated fee&#039;s. Please confirm the above and also confirm the owner names to be listed on this application form (if not all) |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                | Y    | NSe  | 20/12/2021 02:10 pm | The application form is correctly completed.                                                                                                                                                                                                                                                                                                                                                       |
| Deposit / Fee: Has the appropriate deposit / fee been paid?                                                                                                                                                                                                                                                                                                                                                                                    | N    | DWy  | 01/11/2021 09:24 am | Please arrange payment of the deposit fee to complete the lodgement process. The deposit for the application is \$1,000. Bank Details and payment reference number are shown at the bottom of the email.                                                                                                                                                                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                | VRFI | DWy  | 01/11/2021 09:33 am | Please arrange payment of the deposit fee to complete the lodgement process. The deposit for the application is \$1,000. Bank Details and payment reference number are shown at the bottom of the email.                                                                                                                                                                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                | Y    | DWy  | 22/11/2021 11:07 am | Deposit fee of \$1000 has been received.                                                                                                                                                                                                                                                                                                                                                           |
| Evidence of Ownership / Owner's Permission: Has the applicant provided a current Record of Title or evidence of ownership that is in the owner's name; OR if the application has been submitted by an agent is owner's permission provided? If Title is not yet available a subdivision scheme plan is required. If the legal description for subdivision is not available please ensure that the parent title is recorded on the application. | Y    | NSe  | 20/12/2021 02:16 pm | Current evidence of ownership and owner&#039;s permission is provided.                                                                                                                                                                                                                                                                                                                             |
| COA: Has the customer provided everything and therefore a meeting is not required? Select N/A if this application is not for a COA. Select X if a meeting is required to discuss the COA application.                                                                                                                                                                                                                                          | Y    | DWy  | 05/11/2021 02:38 pm | Sufficient information is provided                                                                                                                                                                                                                                                                                                                                                                 |
| Ground Condition / Geotechnical Report: Has a ground condition report been provided? This should be provided by a Chartered Engineer or qualified Geotechnical Engineer if conditions other than "good ground" exist.                                                                                                                                                                                                                          | N/A  | DWy  | 01/11/2021 09:26 am | This question does not apply to this project.                                                                                                                                                                                                                                                                                                                                                      |
| Resource Management Information: Does RMA information include a plan showing site and land information with details of proposed site coverage, floor areas for each level of each building, and with elevations depicting recession / daylight planes and height compliance? Select N/A if the application does not require RMA input.                                                                                                         | N/A  | DWy  | 01/11/2021 09:26 am | This question is not relevant to this project.                                                                                                                                                                                                                                                                                                                                                     |
| Site Plans: Do site plans provide sufficient information to enable a compliance decision?                                                                                                                                                                                                                                                                                                                                                      | N    | DWy  | 01/11/2021 09:29 am | Please provide a site plan with the following details:<br>a) Location of all new and existing structures including swimming pools<br>b) Legal and notional boundaries                                                                                                                                                                                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                | VRFI | DWy  | 01/11/2021 09:33 am | Please provide a site plan with the following details:<br>a) Location of all new and existing structures including swimming pools<br>b) Legal and notional boundaries                                                                                                                                                                                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                | Y    | DWy  | 05/11/2021 02:31 pm | The site plans provide sufficient information.                                                                                                                                                                                                                                                                                                                                                     |

| VETTING CHECKLIST - AUDIT                                                                                                                                                                                            | Y/N  | User | Date                | Notes                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Floor Plans: Do floor plans provide the requisite information to enable a compliance decision? (ensure information includes the location of smoke detectors and electrical layout)                                   | N    | DWY  | 01/11/2021 09:30 am | Floor plans do not provide sufficient information to enable a compliance decision. Please provide floor plans for the entire dwelling, including all levels and locations of smoke alarms |
|                                                                                                                                                                                                                      | VRFI | DWY  | 01/11/2021 09:33 am | Floor plans do not provide sufficient information to enable a compliance decision. Please provide floor plans for the entire dwelling, including all levels and locations of smoke alarms |
|                                                                                                                                                                                                                      | Y    | DWY  | 05/11/2021 02:38 pm | Plans show the layout and smoke detector locations for all levels.                                                                                                                        |
| Elevations: Is sufficient information provided to enable a compliance decision?                                                                                                                                      | N/A  | DWY  | 01/11/2021 09:30 am | This question does not apply to this application.                                                                                                                                         |
| Bracing Detail: Is sufficient bracing information provided to enable a compliance decision?                                                                                                                          | N/A  | DWY  | 01/11/2021 09:31 am | This question does not apply to this application.                                                                                                                                         |
| Roof Frame Detail: Is sufficient information provided to enable a compliance decision?                                                                                                                               | N/A  | DWY  | 01/11/2021 09:31 am | This question does not apply to this application.                                                                                                                                         |
| Construction & Weathertightness Detailing: Is sufficient detail provided to enable a compliance decision?                                                                                                            | N/A  | DWY  | 01/11/2021 09:32 am | This question does not apply to this application.                                                                                                                                         |
|                                                                                                                                                                                                                      | Y    | DWY  | 01/11/2021 09:33 am | An unauthorized building report has been provided which details the work and construction                                                                                                 |
| Waterproofing Details: Is there sufficient waterproofing information to enable a compliance decision?                                                                                                                | N/A  | DWY  | 01/11/2021 09:31 am | This question does not apply to this project.                                                                                                                                             |
| Plumbing & Drainage Detailing: Is sufficient plumbing and drainage information provided to enable a compliance decision?                                                                                             | N    | DWY  | 01/11/2021 09:31 am | Please provide an as-built drainage plan                                                                                                                                                  |
|                                                                                                                                                                                                                      | VRFI | DWY  | 01/11/2021 09:33 am | Please provide an as-built drainage plan                                                                                                                                                  |
|                                                                                                                                                                                                                      | Y    | DWY  | 05/11/2021 02:39 pm | Sufficient information is provided to enable a compliance decision.                                                                                                                       |
| Specifications: Are specifications project specific and do they identify project location, scope of work for each trade, materials, finishes, workmanship; and the appropriate Standards that apply to this project? | Y    | DWY  | 01/11/2021 09:31 am | Adequate information is provided.                                                                                                                                                         |
| Hazardous Substances: If storage and use of hazardous substances occurs in this building then are the hazards identified along with the location and quantities that are proposed to be stored?                      | N/A  | DWY  | 01/11/2021 09:31 am | There is no declaration of hazardous substances associated with this project.                                                                                                             |
| Approvals from Other Authorities: Does this application involve approvals from other Authorities; and if so have these been provided?                                                                                | N/A  | DWY  | 01/11/2021 09:31 am | This question does not apply to this project.                                                                                                                                             |
| Engineer Verification: Is Specific Engineer Design (SED) accompanied by sufficient information to enable a compliance decision?                                                                                      | N/A  | DWY  | 01/11/2021 09:31 am | No SED or Calcs associated with this work.                                                                                                                                                |
| Energy Efficiency: Does information provided demonstrate how H1 energy efficiency provisions will be satisfied?                                                                                                      | N/A  | DWY  | 01/11/2021 09:31 am | This question does not relate to this project.                                                                                                                                            |
| Solid Fuel Appliance: Is adequate documentation provided?                                                                                                                                                            | N/A  | DWY  | 01/11/2021 09:31 am | This question does not apply to this project.                                                                                                                                             |
| Liquid Fuel Appliance: Is adequate documentation provided?                                                                                                                                                           | N/A  | DWY  | 01/11/2021 09:32 am | This question does not apply to this project.                                                                                                                                             |
| Solar Water Heating System: Is adequate, quality documentation provided to enable lodgement?                                                                                                                         | N/A  | DWY  | 01/11/2021 09:32 am | This question does not apply to this project.                                                                                                                                             |
| Swimming / Spa Pool: Does the information provided include construction details, fencing and gate latch details and details about the back-flow location and type?                                                   | N/A  | DWY  | 01/11/2021 09:32 am | This question does not apply to this project.                                                                                                                                             |
| Swimming Pool Register: The Applicant has identified that there is a Swimming Pool on this site. Please tick to confirm that the Swimming Pool is identified on the Council Swimming Pool Register.                  | N/A  | DWY  | 05/11/2021 02:39 pm | The owner has identified that there is not a swimming pool on this site.                                                                                                                  |