

VETTING CHECKLIST - AUDIT	Y/N	User	Date	Notes
Application Form : Has the application form been properly completed?	Y	LG	07/08/2020 10:08 am	The application form is correctly completed.
Deposit / Fee: Has the appropriate deposit / fee been paid?	N	LG	07/08/2020 10:10 am	Please arrange payment of the deposit fee to complete the s45 lodgment process. The deposit/fee for the application is \$300 Bank Details for internet banking are shown at the bottom of this letter. Please quote the reference number off the top of this letter in the particulars field.
	VRFI	LG	07/08/2020 10:13 am	Please arrange payment of the deposit fee to complete the s45 lodgment process. The deposit/fee for the application is \$300 Bank Details for internet banking are shown at the bottom of this letter. Please quote the reference number off the top of this letter in the particulars field.
	Y	LG	10/08/2020 07:31 am	Deposit fee of \$300 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	LG	07/08/2020 10:10 am	Current evidence of ownership and owner's permission is provided.
Resource Management Information: Does RMA information include a plan showing site and land information with details 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	LG	07/08/2020 10:10 am	Processors to check
Construction over an Easement: Has the building been located to ensure that it will not be constructed over an easement?	N/A	LG	07/08/2020 10:10 am	Processors to check
Site Plans: Do site plans provide sufficient information to enable a compliance decision?	Y	LG	07/08/2020 10:12 am	The site plans provide sufficient information. a. b. c. d. e. f.
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)	Y	LG	07/08/2020 10:12 am	Plans show the electrical layout and smoke detector locations.
Elevations: Is sufficient information provided to enable a compliance decision?	Y	LG	07/08/2020 10:12 am	Elevations provide sufficient information to enable a compliance decision.