

# Certificate of consent application checklist

- Read the Owner-builder Application Kit

## Complete the following sections:

- Section 1 – Applicant details
- Section 2 – Details of building work
- Section 3 – Building information
- Section 4 – Application fee \$79.15 (cheque, money order or credit card)**  
(This fee change is effective from 24 November 2008)

## Section 5 – Attachments

- 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](http://www.land.vic.gov.au))
- Plan of subdivision for the property where the building works are to take place- refer page 20
- A copy of the relevant building permit (if applicable) - refer section 3
- A submission for an exemption (if applicable) - refer section 3
- Complete Section 6 – Statutory Declaration - refer to list of persons authorised

## Please note:

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.

