



Lodged PIM/Consent/COA Application Guide

Form Ck15

Version
2005/06-1

1. Check the owner/s and where relevant the agent's details are entered.
If the applicant is not the owner proof of ownership is required
 - A. Letter from solicitor to confirm purchase of property.
 - B. or, copy of an unconditional sale and purchase agreement
 - C. or, a letter from the owner approving proposed building work.
2. Building Location – Street/road location, legal description and valuation number
3. Description of work
4. Project value
5. Square metres floor area
6. Date, signature and relationship to owner are completed
7. Contractors where know are entered
8. Required services indicated (Project Information Memorandum PIM) section
9. Check with the applicant that they have provided and checked off all the information required for the consent application work type/supporting documentation on page 2 of the consent application form. We don't expect front counter staff to be checking information is there, only referencing the table on page 2 and asking if the information has been provided.
10. Date stamp application when received at the top of the application form (Area Offices only)