



Local Certification Services Pty Ltd
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 LAUNCESTON TAS 7250
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DOCUMENT CHECKLIST

APPLICANT: _____
 DEVELOPMENT: _____
 ADDRESS: _____
 SUBURB: _____
 DATE: _____
 LGA: _____

NB: THIS CHECKLIST IS PROVIDED AS A GUIDE ONLY. PLEASE CONSULT WITH YOUR BUILDING SURVEYOR TO DETERMINE WHICH DOCUMENTS ARE APPLICABLE FOR YOUR PROJECT

Documentation Required	Provided	N/A
Completed Application Form	<input type="checkbox"/>	<input type="checkbox"/>
Owners Written Consent (if submitted by Agent)	<input type="checkbox"/>	<input type="checkbox"/>
Full Certificate of Title	<input type="checkbox"/>	<input type="checkbox"/>
Completed Form 35 - Designer/Architect	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing Certificate of Likely Compliance (if required)	<input type="checkbox"/>	<input type="checkbox"/>
Completed Form 55 – Engineer	<input type="checkbox"/>	<input type="checkbox"/>
Soil Report	<input type="checkbox"/>	<input type="checkbox"/>
Completed Form 55 – Soil	<input type="checkbox"/>	<input type="checkbox"/>
BAL Report	<input type="checkbox"/>	<input type="checkbox"/>
Completed Form 55 – Bal Report	<input type="checkbox"/>	<input type="checkbox"/>
6 Star Energy Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Planning Permit or Planning Exemption	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation of Owner Building Course Completion	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation of White Card Completion	<input type="checkbox"/>	<input type="checkbox"/>

Plans and Information	Provided	N/A
Architectural Drawings	<input type="checkbox"/>	<input type="checkbox"/>
Structural Engineers Drawings	<input type="checkbox"/>	<input type="checkbox"/>
Specifications	<input type="checkbox"/>	<input type="checkbox"/>
Structural Engineers Drawings	<input type="checkbox"/>	<input type="checkbox"/>

Additional Information	Provided	N/A
	<input type="checkbox"/>	<input type="checkbox"/>