

Document Checklist For Solar Panel Applications:

- | | (Tick) |
|---|--------------------------|
| 1. Signed Letter of Appointment | <input type="checkbox"/> |
| 2. Minor Works Application Form | <input type="checkbox"/> |
| 3. Evidence of the cost of building work (excludes cost of panels) | <input type="checkbox"/> |
| 4. Certificate of Title or title reference | <input type="checkbox"/> |
| a. Protek to download | <input type="checkbox"/> |
| 5. Roof plan or a Google photo showing proposed location of panels | <input type="checkbox"/> |
| 6. Internal & external photos of the roof structure (If obtainable) | <input type="checkbox"/> |
| 7. Copy of the specifications for the panels and mounting system | <input type="checkbox"/> |
| 8. Copy of Planning Permit (if required i.e.; heritage – please check with the Council) | <input type="checkbox"/> |

Please Note:

- If you do not have a copy of the Certificate of Title or cannot provide a title reference, Protek can provide a Title Search at the rate of \$16.50 GST Inc.
- If the value of building works exceeds \$5,000 a Building Permit will be required. (please contact our office for details of the process and applicable fee's involved)
- Planning Permit may be applicable (particularly if building is heritage listed). You must check with the Council to ascertain if this is required prior to submitting the application to Protek
- You must not commence work until you have received the Minor Works Notification from Protek.
- As the Government are constantly making changes to the legislation, there may be amendments to our fee schedule and process from time to time. We will ensure that you are advised of these changes in a timely fashion.

I hereby acknowledge that I have read the above and advise that the required documents are attached.

Applicants Signature:

Date: