

## Checklist For Solar Panel Applications:

 10 Goodman Court [White City]  
 Invermay, Tasmania 7248

(Tick)

1. Letter of Appointment signed by all property owner(s) listed on Title
2. Job Details Form
3. Certificate of Title (Folio Text & Folio Plan) 
  - a. Protek to download
4. Site plan or Google Arial View showing proposed location of panels
5. Photo or Google Street View of building that panels are being installed on
6. Copy of the specification for the panels
7. Copy of the specification for the mounting system
8. I have checked the Tasmanian Heritage Register and can confirm the building is not heritage listed.   
 (If building is heritage listed you will need to obtain a Heritage Exemption before we can commence assessment. Most councils also require a planning permit if heritage listed.)
9. To my knowledge the property is not in a scenic protection area   
 (if in scenic protection a Planning Permit will most likely be required. Protek will check this upon receipt of application)

### Please Note:

- A Planning Permit may be required if:
  - Building is Heritage Listed
  - Property is in Scenic Protection
  - Application is for Ground Mounted panels.
 Protek do not deal with Planning approvals. You will need to arrange this prior to sending application to Protek. We cannot issue Notifiable Works approval until Planning Permit has been issued.
- Please allow 7 business days for approval to be issued (once all relevant information has been provided)
- If you do not have a copy of the Certificate of Title Protek can provide a Title Search/download at the rate of \$48.00 GST Inc.
- Please ensure you clearly indicate the proposed location of panels on the aerial view. Including wording e.g. 2 x rows of 20 panels.
- Before Protek can issue the building approval payment of invoice is required. The invoice will be emailed to you once the project is entered into our system.
- Government levies will be payable when cost of works is \$20,000 or more. Levies are 0.3% of the cost of works. Building Surveyor may as for evidence of cost of works.

**You must not commence installation until you have received authorisation to start work from the Building Surveyor.**

I hereby acknowledge that I have read the above and have included the required documents and information in my application.

Applicants Signature:

Date: