



Building Application Part B

Form: F14
Part: B
Issue: 1
Date: 01/16

1. General Information

Formation _____
Project _____
Contact _____ Mobile _____
Email _____

2. Plans

Plans and specifications of the Project Attached

3. Development Application (if required)

Development Application Approval Attached

4. Costs

Cost of works – Full Quote should be attached. A full breakdown budget is required detailing expenses and available monies, this must include the value of any “in-kind” work. \$ _____

5. Funding

Group Funds for this Project, in hand now (Please attach Bank Statement) \$ _____
Grants (Please attached confirmation letter) \$ _____
Donations (Please attached confirmation letter) \$ _____
Total Funds – (this must cover your budget) \$ _____

6. Works to be completed by

Registered Builder (Ensure Builders Contract is attached) _____
Builders No. _____
Other Contractors details (e.g. Electrician, Plumber) _____
Other Contractors details _____

7. Required Documents

Current years Property Return sent to Branch Support Office Yes

Current years Financial Return sent to Branch Support Office and processed as complete Yes

8. For Use by Branch Headquarters Only

APPROVED / NOT APPROVED by General Manager:

Signature: _____ Date: ____ / ____ / ____

Comments: _____

APPROVED / NOT APPROVED by Chief Commissioner:

Signature: _____ Date: ____ / ____ / ____

Comments: _____

9. F14 – Part B CHECKLIST

Following items have been confirmed:

- Current years Property Return and Financials have been received at Branch

The following documents attached to F14 – Part B Form:

- F14 – Part B Form
- Detailed Plans and Specifications
- DA Approval (if applicable)
- Full Budget
- Quote and Builders Contract
- Bank Statement
- Grant and/or Donation confirmation letters