

Request to Expedite Checklist

This checklist is to be completed and returned where a request to Expedite documents for urgent processing is submitted.

This will help ensure all necessary information and documents are included to support your request, minimising the need for additional requests and allowing for a quicker response.

All Requests (Please tick the box to confirm information that has been included)	
<input type="checkbox"/>	Letter from interested parties requesting urgent processing attached
<input type="checkbox"/>	Reason/s for request (settlement/financial hardship) attached
Financial Hardship	
<input type="checkbox"/>	Supporting Evidence attached (eg letters from the parties)
<input type="checkbox"/>	Statutory Declaration attached (if applicable)
Contract or Definitive Settlement Date	
<input type="checkbox"/>	Certified copy of the contract or offer and acceptance attached
<input type="checkbox"/>	Copy of finance approval attached (if applicable)
<input type="checkbox"/>	Copy of application to register new surveys attached (if applicable)
Settlement date	
<input type="checkbox"/>	Please include Date of Settlement

For further details please refer to [LOD-05 Request to Expedite the Processing of Plans and Documents](#)