

# LEVY PORTAL GUIDE

## INSTALMENT PLAN NOT EQUAL PAYMENTS

### Long Service Levy - a better way to pay

Managing your Levy payments online with your Long Service Corporation account is easy.

**To apply for an instalment plan** the cost of construction must be more than AUD\$10M and construction timeframe longer than 12 months. Refer to the **Levy Portal Guide - Pay a Levy Business** for a step-by-step guide to paying a levy.



#### How to make a new levy payment

To login for the first time to pay a levy, select **Pay New Levy** located at the top of the screen.

Home Levies Pay New Levy Business Details Support Tickets LSC Website Feedback



#### Pay New Levy

Select the business you are paying the levy for by locating it in the drop-down list.

Select the business you are paying the levy for

Select **Pay New Levy**

#### Welcome Business

##### Pending Actions

Pay New Levy

No pending actions to show

##### Support Tickets

New Ticket

Ticket No.	Date	Subject	Status
00001095	12 Jul 2021	Refund question	In Progress
00001091	12 Jul 2021	Test request	New
00001090	12 Jul 2021	Test request	New
00001089	12 Jul 2021	Test request	New

[see all](#) →

The dashboard will help you keep track of all your levy payments, approvals, and support requests when you have started transacting in your **LSC account**.



## Add the development details

Select the **Application Type** from the drop-down list.

**All fields are mandatory** except for the Planning Portal reference number. If you have a **Planning Portal reference number**, please enter it.

Complete the information with construction site address and start and end date.

The **Construction Period** must be longer than 12 months.

Select **Next**

## New Levy payment

### Development details

Application Type <sup>?</sup>

Select an Option ▼

Planning Portal reference number

Application number

Local Government area/authority

Construction Site address

🔍 Enter Address

Manually enter address

Construction Period

Estimated start date

Estimated end date

Next



## Add the development costs

Add the total amount of the building and construction work.  
The construction costs must be more than AUD\$10M.

The **Levy payable** amount will be automatically calculated.

## New Levy payment

### Development costs

Total cost of building and construction work (inclusive of GST) <sup>1</sup>

Enter amount only up to 2 decimal places

Levy payable

\$0.00

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Select **Next**



## You are requesting to pay by instalments

Select **Yes**

Select to **Provide your proposed scheduling of the stages of work.**

Enter in the proposed dates and construction costs to create **an instalment plan** to suit your stages of work.

Make sure the staged costs of your proposed plan match your total building and construction costs.

Select if you **will be the primary contact for these instalments.**

**Yes** - you are the primary contact. *(continue to page 5)*

**OR**

**No** - you are not the primary contact. *(continue to page 8)*

Select **Next**

## New Levy payment

### Application to pay by instalment

You may be permitted to pay the levy by instalment if you meet the instalment criteria.

Applications are not automatically approved. You may be required to upload documentation to support your application and you will be advised at a later date whether your application has been successful.

**Instalment applications cannot be approved where work has already commenced.**

Would you like to submit an application to pay the levy by instalment?

- ☒ Yes  
☐ No

You can

- ☐ Pay the levy in preset equal instalments  
☒ Provide your proposed scheduling of the stages of work

	Proposed start date	Stage Construction cost	Levy amount
9876543/1:	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
9876543/2:	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
9876543/3:	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
9876543/4:	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
<a href="#">Add a CC/stage</a>			
		Total cost	Total levy amount
		<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Will you be the primary contact for these instalments?

- ☐ Yes  
☐ No

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Next



## You are the primary contact

You have selected **Yes**

Will you be the primary contact for these instalments?

- ☒ Yes  
☐ No

Back

Next

Select **Next**



## Add the development approval information

### New Levy payment

#### Development Approval

Approving Authority/Private Certifier <sup>1</sup>

Contact name

Phone

Email

Back

Next

Select **Next**



## Select your role

Is your business the applicant? *(continue to page 6)*

**OR**

Are you paying on behalf of the applicant? *(continue to page 12)*

Select **Next**

### New Levy payment

#### Your role

Is your business the applicant, or are you paying on behalf of the applicant?

- ☐ Our business is the applicant  
☐ Our business is paying on behalf of the applicant

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Next



## Your business is the applicant

You have selected **Our business is the applicant**

Select **Next**

### New Levy payment

#### Your role

Is your business the applicant, or are you paying on behalf of the applicant?

- ☒ Our business is the applicant  
☐ Our business is paying on behalf of the applicant

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Next



## Check the information in the summary is correct

If the information shown on the **Summary** is not correct, select **Edit** to make your changes before you proceed to payment.

**Tick** to confirm you have read the **Declaration**.

Select **Confirm and go to payment**

### New Levy payment

#### Summary

##### Development details

Edit

Application Type:

Application number:

Planning Portal reference:

Local govt.area/authority:

Site address:

Construction period:

##### Development approval

Edit

Approving Authority/Certifier:

Contact name:

Phone:

Email:

##### Development costs

Edit

Total cost of work: \$10500000

Levy payable: \$36750

##### Proposed payment details

	Start date	Estimated cost	Levy amount
9876543/1	03-08-2021	\$2500000	\$8750.00
9876543/2	30-08-2022	\$2000000	\$7000.00
9876543/3	18-07-2023	\$2500000	\$8750.00
9876543/4	30-07-2024	\$3500000	\$12250.00

Uploaded Files:

imgsh\_mobile\_save.jpg

#### Declaration

Providing false or misleading information may result in prosecution and a penalty of up to \$5,500 under Section 58A of the Building and Construction Industry Long Service Payments Act 1986.

☐ I hereby declare that I am authorised to act on behalf of the applicant, and the information I have provided is true and correct to the best of my knowledge.

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Confirm and go to payment



## Your levy instalment application has been submitted for review

The application has been added to your dashboard where you can track the progress or add a comment.

### New Levy payment

#### Thank you

Reference: 00001149

Your application to pay the Long Service Corporation Levy by Instalments has been submitted for review.

We will notify you of the outcome via the email provided as soon as possible. You can track your application by logging into your account.

Need assistance?

Please complete an [online contact form](#) or call us on 13 14 41 Monday to Friday, from 8:30am to 5:00pm.

YOU ARE NOT THE PRIMARY CONTACT - YOUR BUSINESS IS THE APPLICANT



You are not the primary contact

You have selected **No**

Enter the information on who the primary contact will be for these instalments.

Attach documentation to support your instalment application.

Select **Next**

Will you be the primary contact for these instalments?

☐ Yes

☒ No

First/Given name

Surname/Family name

Phone (preferably mobile) <sup>1</sup>

Email

Upload documentation to support your application - see examples below

- Application form for Construction Certificate

Or drop files



Add the development approval information

Select **Next**

New Levy payment

Development Approval

Approving Authority/Private Certifier <sup>1</sup>

Contact name

Phone

Email





## Your business is the applicant

You have selected **Our business is the applicant.**

Select **Next**

### New Levy payment

#### Your role

Is your business the applicant, or are you paying on behalf of the applicant?

- ☒ Our business is the applicant  
☐ Our business is paying on behalf of the applicant

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### New Levy payment

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##### Development details

Edit

Application Type:

Application number:

Planning Portal reference:

Local govt.area/authority:

Site address:

Construction period:

##### Development approval

Edit

Approving Authority/Certifier:

Contact name:

Phone:

Email:

##### Development costs

Edit

Total cost of work: \$10500000

Levy payable: \$36750

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YOU ARE NOT THE PRIMARY CONTACT - YOUR BUSINESS IS PAYING ON BEHALF OF THE APPLICANT



You are not the primary contact

You have selected **No**

Enter the information on who the primary contact will be for these instalments.

Will you be the primary contact for these instalments?  
☐ Yes  
☒ No

First/Given name

Surname/Family name

Phone (preferably mobile) ⓘ

Email

BackNext

Select **Next**



Add the development approval information

New Levy payment

Development Approval ⓘ

Approving Authority/Private Certifier ⓘ

Contact name

Phone

Email

BackNext

Select **Next**



# Your business is paying on behalf of the applicant

You have selected **Our business is paying on behalf of the applicant**

Enter the information requested.

## Your role

Is your business the applicant, or are you paying on behalf of the applicant?

- ☐ Our business is the applicant
- ☒ Our business is paying on behalf of the applicant

Please enter the applicant's details

First/Given name

Surname/Family name

Phone (preferably mobile)

Email

Postal address

Manually enter address

Back

Next

Select **Next**



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[Edit](#)

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Construction period:

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[Edit](#)

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[Edit](#)


Total cost of work: \$10500000

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9876543/4	30-07-2024	\$3500000	\$12250.00

Uploaded Files:

 imgpsh\_mobile\_save.jpg

##### Your role

[Edit](#)

Name:

CUSTOMER EXAMPLE

Phone:

0412 345 678

Email:

customer@email.com

Postal address:

PO Box 123, BUSINESSVILLE NSW 2000

#### Declaration

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YOU ARE THE PRIMARY CONTACT - YOUR BUSINESS IS PAYING ON BEHALF OF THE APPLICANT



You are the primary contact

You have selected **Yes**

Will you be the primary contact for these instalments?

- ☒ Yes
- ☐ No

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Select **Next**



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New Levy payment

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First/Given name

Surname/Family name

Phone (preferably mobile)

Email

Postal address

Manually enter address

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Uploaded Files:

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##### Your role

[Edit](#)

Name: CUSTOMER EXAMPLE

Phone: 0412 345 678

Email: customer@email.com

Postal address: PO Box 123, BUSINESSVILLE NSW 2000

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