

# LEVY PORTAL GUIDE - PAY A LEVY AS A INDIVIDUAL INCLUDING OWNER BUILDER

## Long Service Levy - a better way to pay

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



### 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

OR

Select **Pay New Levy**.

### Welcome INDIVIDUAL

#### Pending Actions

**Pay New Levy**

No pending actions to show

#### Support Tickets

**New Ticket**

No support tickets to show

On the dashboard you will be able to 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 including the construction site address and start and end date.

Select **Next**

### New Levy payment

#### Development details

Application Type <sup>1</sup>

Select an Option

Planning Portal reference number

Application number

Local Government area/authority

Construction Site address

Q Enter Address

Manually enter address

Construction Period

Estimated start date

Estimated end date

Next



## Select if you are applying for an Owner Builder partial levy exemption

If you are not applying for a partial exemption. *(continue to page 3)*

**OR**

If you are applying for a partial exemption. *(continue to page 6)*

Select **Next**

### Development costs

[Owner Builder](#) permit holders may be granted a reduction in the levy proportional to the amount of their personal labour performed during the construction.

To apply, you will need to provide your Owner Builder permit number.

Time spent managing the project does not qualify for this exemption.

Are you applying for a [Owner Builder partial levy exemption](#)?

- ☐ Yes  
☐ No

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## If you are not applying for an Owner Builder partial levy exemption

You have selected **No**

Select **Next**

### Development costs

[Owner Builder](#) permit holders may be granted a reduction in the levy proportional to the amount of their personal labour performed during the construction.

To apply, you will need to provide your Owner Builder permit number.

Time spent managing the project does not qualify for this exemption.

Are you applying for a [Owner Builder partial levy exemption](#)?

☐ Yes  
☒ No

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Next



## Add the development costs

Enter the total GST inclusive cost of the building and construction work.

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

Select **Next**

### Development costs

[Owner Builder](#) permit holders may be granted a reduction in the levy proportional to the amount of their personal labour performed during the construction.

To apply, you will need to provide your Owner Builder permit number.

Time spent managing the project does not qualify for this exemption.

Are you applying for a [Owner Builder partial levy exemption](#)?

☐ Yes  
☒ No

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

Enter amount only up to 2 decimal places

Levy payable

\$0.00

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Add the approving authority information if other than Council

## New Levy payment

### Development Approval

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

Contact name

Phone

Email

Back

Next

Select **Next**



### Select your role

Are you the applicant? (*continue to page 5*)

**OR**

Are you paying on behalf of the applicant? (*continue to page 9*)

Select **Next**

## New Levy payment

### Your role

Are you the applicant, or are you paying on behalf of the applicant?

- ☐ I am the applicant  
☐ I am paying on behalf of the applicant

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Next



## You are the applicant

You have selected **I am the applicant**

Select **Next**

### New Levy payment

#### Your role

Are you the applicant, or are you paying on behalf of the applicant?

- ☒ I am the applicant  
☐ I am paying on behalf of the applicant

Back

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** (continue to page 12)

### 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:

Levy payable:

#### 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



## You are applying for an Owner Builder partial levy exemption

You have selected **Yes**

Enter in your **Owner Builder Permit number**

Select **Next**

### Development costs

[Owner Builder](#) permit holders may be granted a reduction in the levy proportional to the amount of their personal labour performed during the construction.

To apply, you will need to provide your Owner Builder permit number.

Time spent managing the project does not qualify for this exemption.

Are you applying for a **Owner Builder partial levy exemption**?

☒ Yes  
☐ No

Owner Builder Permit number

Back

Next



## Add the development costs

Enter the total amount of the building and construction work.

Enter the estimated cost of your voluntary labour.

The **Levy payable** amount will be automatically calculated.  
**Note:** If the cost of building and construction is greater than \$500,000 the exemption will be reviewed by LSC staff before payment can be made.

Select **Next**

### Development costs

[Owner Builder](#) permit holders may be granted a reduction in the levy proportional to the amount of their personal labour performed during the construction.

To apply, you will need to provide your Owner Builder permit number.

Time spent managing the project does not qualify for this exemption.

Are you applying for a **Owner Builder partial levy exemption**?

☒ Yes  
☐ No

Owner Builder Permit number



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

Estimated cost of your voluntary labour (inclusive of GST) <sup>1</sup>

Levy payable (subject to approval)

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Next



Add the approving authority information if other than Council

## New Levy payment

### Development Approval

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

Contact name

Phone

Email

Back

Next

Select **Next**



### Select your role

Are you the applicant? *(continue to page 8)*

**OR**

Are you paying on behalf of the applicant? *(continue to page 9)*

Select **Next**

## New Levy payment

### Your role

Are you the applicant, or are you paying on behalf of the applicant?

☐ I am the applicant

☐ I am paying on behalf of the applicant

Back

Next



## You are the applicant

You have selected **I am the applicant**

Select **Next**

### New Levy payment

#### Your role

Are you the applicant, or are you paying on behalf of the applicant?

- ☒ I am the applicant  
☐ I am paying on behalf of the applicant

Back

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** (continue to page 12)

### 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:

Levy payable:

#### Declaration

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☐ 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



## You are paying on behalf of the applicant

You have selected **I am paying on behalf of the applicant**

Enter the information requested.

### Your role

Are you the applicant, or are you paying on behalf of the applicant?

- ☐ I am the applicant  
☒ I am 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

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Next

Select **Next**



## 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.

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



## 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

##### Instalment payment schedule

Payment	Levy amount	Due date
1	\$9189	27-07-2021
2	\$9187	28-07-2022
3	\$9187	29-07-2023
4	\$9187	29-07-2024
Total Levy:	\$36750	

##### Your role

[Edit](#)

Name: CUSTOMER EXAMPLE

Phone: 0412 345 678

Email: customer@email.com

Postal address: PO Box 123, BUSINESSVILLE NSW 2000

#### 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.

[Back](#)[Confirm and go to payment](#)



## Payment Method

Choose from the **Payment options** and complete the information required.

Select **Validate card**

Select **Pay now** to complete the transaction

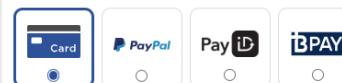
### Payment for

Long Service BCI Levy. The payment will be processed on behalf of LSC by Service NSW and will appear as Service NSW on your statement.

Reference: 123/2024-Test

Long Service Corporation

### Payment options



Credit and debit cards accepted



Card number

Expiry date

 / 

CVN 

Validate card

### Payment summary

Total amount \$625.00

Cancel

Pay now



### Print your receipt

To access your receipt, select the **Levies** button located at the top of the screen.

This will take you to your dashboard where you can print your receipt.

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

**Your payment was successful.**

Thank you, please check "Levies" menu option to access the levies dashboard and print the levy receipt.

### Dashboard

#### Levies

Ref. No.	Approval Number	Site Address	Status	
L0000001201	9876543	123 EXAMPLE ST, BUSINESSVILLE NSW 2000	Paid	▼
L0000001188	9876543	321 EXAMPLE ST, BUSINESSVILLE NSW 2000	Ready to be paid	▼
L0000001187	9876543	12 SAMPLE ST, BUSINESS HILLS NSW 2000	Paid	▼
L0000000949	DA123123	1234 EXAMPLE ST, BUSINESSVILLE NSW 2000	Ready to be paid	▼
L0000000818	3333333	21 SAMPLE ST, BUSINESS HILLS NSW 2000	Awaiting Instalme	▼

- Request support
- Print receipt**
- Top Up
- Request refund

Select the levy you just paid, then from the drop-down list select **Print receipt**