



**BUILDING & CONSTRUCTION INDUSTRY
APPLICATION TO PAY LEVY BY INSTALMENTS**

Please use a blue or black pen and print all details using **CAPITAL LETTERS**. Select an appropriate box using a tick.

PART 1 - DETAILS OF PERSON/COMPANY/ORGANISATION SEEKING TO PAY LEVY BY INSTALMENTS

Contacts First Name/s Contacts Surname

Company/Organisation Name

Number and Street or PO Box - the address you would like mail to go to

Suburb/Town State Postcode

Phone Mobile

Email

ABN - if applicable

PART 2 - SITE DETAILS

Address where the building/construction is to take place.

Number and Street

Suburb/Town State Postcode

Estimated Start Date Estimated Finish Date

Cost of works (inclusive of GST) Levy Payable

PART 3 - COUNCIL DETAILS OR GOVERNMENT DEPARTMENT/AUTHORITY

Approving Authority - Council or Department (where plans lodged with Council)

DA - Development Application CC - Construction Certificate CDC - Complying Development Certificate

Number of DA, CC or CDC

Government Department or Authority - where plans not required to be lodged with Council

DA/Contract Number Contract Amount (inclusive of GST)

Approving Authority Officer's contact details:

Approving Authority Signature Date

Approving Authority Officer's Name/s Phone

Email

PART 4 - REASON FOR SEEKING PAYMENT BY INSTALMENTS

The cost of the building and construction work exceeds \$10,000,000 **AND** The work will take more than 12 months to complete

OR

Payment of the levy in one lump sum is unduly onerous (please supply details)

PART 5 - DECLARATION

To be signed by person liable to pay levy or authorised officer if company/organisation.

I declare that the information provided on this form is true and correct to the best of my knowledge. I make this declaration with the knowledge that a false or misleading statement may result in a penalty of up to \$5,500 under the provisions of Section 58A of the Building and Construction Industry Long Service Payments Act 1986.

Name

Signature

Date

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RETURN

To apply to pay the levy by instalments:

- Forward your completed application and supporting documentation (listed below) via:
 - Scan and email** to levy@longservice.nsw.gov.au **OR** **Post** to Locked Bag 3000, Central Coast MC NSW 2252
- Supporting documentation - At the time of submission of the form, please provide the proposed scheduling of the stages of work; ie the proposed value of works of each Construction Certificate to be issued and the approximate date of commencement of that stage.
- Ensure you have also advised the name and contact details of your Approving Authority.
- The Corporation will then investigate and process the application by confirming details with your Approving Authority.

Once completed, the nominated contact on the application form will be advised via email whether the application has been successful. Where it has been successful, you will receive an **Approval To Pay Levy By Instalments** letter, which outlines details of your instalment plan and a schedule of payments.

The Corporation's account details, which will enable each instalment to be made via EFT directly to the Corporation, will also be provided.

A condition of the **Approval To Pay Levy By Instalments** is that **ALL** payments **MUST** be made directly to the Corporation.