

**BUILDING & CONSTRUCTION INDUSTRY
APPLICATION FOR LEVY REFUND - WHERE WORK IS NOT TO PROCEED**

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

! REFUNDS WILL ONLY BE MADE TO THE APPLICANT OF THE RELEVANT DA/CC/CDC

PART 1 - APPLICANT DETAILS

Details to be completed by the applicant of the building approval - **DA** (Development Application), **CC** (Construction Certificate), **CDC** (Complying Development Certificate). In the case of government contracts, the person liable to pay the levy.

First Name/s 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

PART 2 - SITE DETAILS

Address where the building/construction is to take place.

Number and Street

Suburb/Town State Postcode

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

Number of **DA, CC or CDC**

Local Council Area - the Council area where the construction was to take place

PART 3 - LEVY PAYMENT DETAILS

Please attach a copy of receipt showing proof of payment of the levy.

Amount Paid Date Paid

Where payment was made? Council (indicated in **PART 2**) Long Service Corporation Other

If other, provide details:

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PART 4 - REFUND PAYMENT DETAILS

Such application **MUST** be made to the Corporation **within 3 months** of cancellation, surrender, refusal or expiry of approval, for which payment has previously been made. All refunds will be paid via direct deposit. Refunds will be made to the nominated account of the applicant. The bank account details you provide on this form will be used to make your refund payment.

The Long Service Corporation will not accept liability for funds deposited into the wrong account due to an error in the BSB/Account number provided.

Bank Branch - where account was opened

BSB Number

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Account Holders Name/s

Account Number - **DO NOT** enter your card number

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PART 5 - APPROVING AUTHORITY

APPROVING AUTHORITY TO COMPLETE ONLY

Alternatively you may attach written notification of cancellation from the Approving Authority.

This section must be signed and dated by an Approving Authority officer. Please be sure to print the Approving Authority officer's name.

APPROVING AUTHORITY TO:

1. Confirm that building/construction work did not commence and that the **DA/CC/CDC** has lapsed, or was cancelled, refused, withdrawn, surrendered or not issued, and
2. Confirm that the applicant for the refund is the applicant for the nominated **DA/CC/CDC**.

APPROVING AUTHORITY CONFIRMS THAT:

1. The work related to the above mentioned **DA/CC/CDC** did not commence and that the approval was:

Lapsed
 Cancelled
 Refused
 Withdrawn
 Surrendered
 Not Issued

2. The refund applicant is the applicant for the above mentioned **DA/CC/CDC**.

Approving Authority Officer's Name

Signature

Date

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Phone

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BPB Number

Email of Approving Authority Officer

PART 6 - APPLICANT'S DECLARATION

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. I authorise payment of the refund to be made into the bank account, as referred to in **PART 4**.

Name

Signature

Date

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RETURN

Please complete and return to:

 Scan and email to levy@longservice.nsw.gov.au **or**  Post to Locked Bag 3000, Central Coast MC NSW 2252