

**PART A – DETAILS OF PERSON/COMPANY/ORGANISATION LIABLE TO PAY LEVY**

PLEASE PRINT ALL DETAILS USING CAPITALS

Surname (if person) or Company/Organisation name	<input type="text"/>
Given names (if person)	<input type="text"/>
POSTAL ADDRESS No. and street or PO Box	<input type="text"/>
Town/suburb	<input type="text"/>
State	<input type="text"/> Postcode <input type="text"/> Bus. hours phone <input type="text"/>

**PART B – ADDRESS OF BUILDING/CONSTRUCTION WORK**

Number and street	<input type="text"/>
Town/suburb	<input type="text"/>
State	<input type="text"/> Postcode <input type="text"/>
Estimated start date	D <input type="text"/> M <input type="text"/> Y <input type="text"/> Estimated finish date D <input type="text"/> M <input type="text"/> Y <input type="text"/>

**PART C – DETAILS OF WORK – To be completed by consenting/certifying authority with whom plans lodged for approval**

Local Council Area	<input type="text"/>
<sup>1</sup> DA/CC/CDC No.	<input type="text"/>
Estimated value of work (see note on back)	\$ <input type="text"/> , <input type="text"/> , <input type="text"/> : <input type="text"/> <input type="text"/> Levy payable \$ <input type="text"/> , <input type="text"/> , <input type="text"/> : <input type="text"/> <input type="text"/>
<sup>1</sup> If you have provided a CC above, please provide DA number here	<input type="text"/>
Name of Officer/Private Certifier	Business hours phone <input type="text"/>

**PART D – DETAILS – To be completed by Dept/Authority where applicable – see reverse**

Department/Authority	<input type="text"/>
Contract/DA No (circle which)	<input type="text"/> Contract amount \$ <input type="text"/> , <input type="text"/> , <input type="text"/> : <input type="text"/> <input type="text"/>
Levy payable	\$ <input type="text"/> , <input type="text"/> , <input type="text"/> : <input type="text"/> <input type="text"/>
Contact person (Print)	Phone number <input type="text"/>
Contact person (Signature)	Date D <input type="text"/> M <input type="text"/> Y <input type="text"/>

**PART E – DECLARATION – To be signed by person liable to pay levy or authorised officer if company/organisation**

Any false or misleading information provided on this form may result in prosecution under Section 58A.  
I hereby declare that the information provided on this form is true and correct to the best of my knowledge

Name	Signature	Date D <input type="text"/> M <input type="text"/> Y <input type="text"/>
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**PART F – TO BE COMPLETED WHERE APPLICABLE – SEE REVERSE**

Exemption Approval Certificate No.



# LEVY PAYMENT FORM

The levy rate is 0.35% of the cost of building work valued at \$25,000 or more (inclusive of GST). Where sending payment by mail a cheque/money order should be used. If paying at Corporation Office, cash or cheque/money order is acceptable. An 'online' payment facility is also available at [www.longservice.nsw.gov.au](http://www.longservice.nsw.gov.au). Conditions apply.

## INSTRUCTIONS

When completing this form, please print all details using CAPITAL LETTERS and write within the boxes.

## PART A – DETAILS OF PERSON/COMPANY/ORGANISATION LIABLE TO PAY LEVY

To be filled in by the person liable to pay the levy if this is an individual. If a company or organisation, an authorised officer should fill in.

## PART B – ADDRESS OF BUILDING/CONSTRUCTION WORK

The person completing Part A should also complete this section. Show the address where the building/construction work is to take place and include an estimated date for start and completion of the work.

## PART C – DETAILS OF WORK – To be completed by consenting/certifying authority with whom plans lodged for approval

DA – Development Approval under the Local Government Act 1993 or Development Consent under Environmental, Planning and Assessment Act 1979

CC – Construction Certificate under the Environmental, Planning and Assessment Act 1979

CDC – Complying Development Certificate under the Environmental, Planning and Assessment Act 1979

Estimated Value of work – The value must relate to the DA/CC/CDC appearing above

This section is to be completed by an officer of the Council or accredited certifier with which plans are lodged for approval.

The Consenting/Certifying Authority is to indicate whether a Development Application, Construction Certificate or Complying Development Certificate has been submitted by circling either "DA", "CC" or "CDC" on the form, and include estimated value of the building work covered by the application. The levy payable should also be included. It can be worked out by multiplying the value of the work by 0.35%. When calculating the levy round down to the nearest dollar eg.  $\$485,260 @ 0.35\% = \$1698.41$ , levy = \$1698.

## PART D – DETAILS – To be completed by Dept/Authority where applicable

"This section is to be completed where approval granted by a Crown body or body established by an Act of parliament (other than local councils)."

Please include the contract or DA number (if applicable), the contract/DA amount, levy payable (at 0.35% of the contract/DA amount) inclusive of GST.

## PART E – DECLARATION – To be signed by person liable to pay levy or authorised officer if company/organisation

Must be signed and dated by the person, or authorised officer of the company/organisation, liable to pay the levy.

NOTE: Any false or misleading information provided on this form may result in prosecution under Section 58A of the Building and Construction Industry Long Service Payments Act 1986, (as amended).

## PART F – TO BE COMPLETED WHERE APPLICABLE

"Owner Builders or Non-profit organisations who have obtained a partial levy exemption should enter the Exemption Approval Certificate No. in this section."