

## CHANGES TO PERMIT ISSUING

Due to the new Building Commission Act changes project owners have 21 days to submit all documents to the permit authority (Shire/Council/Town). Permits will be cancelled if not submitted in that time.

If you intend to reapply for the same project that has the same contract value there **is no need to apply for a refund** of levy payment from the Training Fund.

A levy refund is only necessary for:

- A. Non-commencement of building or construction;**
- B. Project levy paid twice; or**
- C. Final cost being at least \$25,000 (inc GST) below original estimated value.**

If you have any queries please do not hesitate to contact the Training Fund's office on 9244 0100 or email [inquiries@ctf.wa.gov.au](mailto:inquiries@ctf.wa.gov.au).

## REFUND OF LEVY PAID CLAIM FORM

### 1. PROJECT DETAILS **\*\*\*\*\*THIS SECTION MUST BE COMPLETED\*\*\*\*\***

<b>Levy Payment Form or Building Approval No:</b>			
<b>Project Address:</b>	Lot No:		House No:
	Street:		
	Suburb:		Shire/Council/Town

### 2. PROJECT OWNER DETAILS **\*\*\*\*\*THIS SECTION MUST BE COMPLETED\*\*\*\*\***

<b>Builder's Registration Board No:</b>		<b>Contractor/Builder:</b>	
<b>Cheque Payable to:</b>			
<b>Address</b>		<b>Suburb:</b>	<b>Postcode:</b>

### 3. REFUND REASON **(ONLY COMPLETE A, B or C)**

#### **A. Non-commencement of building or construction**

#### **REFUND DETAILS**

<b>Contract Value:</b>		<b>Refund Payable:</b>	
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#### **B. Project levy paid twice**

#### **DUPLICATE LEVY REFUND DETAILS**

<b>Duplicate Levy Form No:</b>		<b>Levy Paid:</b>	
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#### **C. Final cost being at least \$25,000 (inc GST) below original estimated value**

#### **ADJUSTMENT REFUND DETAILS**

<b>Original Levy Payment Form or Building Approval No:</b>		<b>Original Levy Paid:</b>	
<b>Amount of Variation (inc GST):</b>		<b>Refund Due:</b>	

### DECLARATION

As the project owner/As a representative of the project owner, in respect of construction work, I declare that the above are the particulars relevant to this refund application.

\_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date

\_\_\_\_\_  
Contact Number(s) \_\_\_\_\_ Email Address

Once you have completed this form and attached **PROOF OF CANCELLATION (eg SHIRE CANCELLATION LETTER), PROOF OF DUPLICATE PAYMENT OR PROOF OF FINAL COST BEING AT LEAST \$25,000 (INC GST) BELOW ORIGINAL ESTIMATE**, please forward to:

Construction Training Fund  
PO Box 303  
CLOVERDALE WA 6985

FAX: 9244 0199

Email: [inquiries@ctf.wa.gov.au](mailto:inquiries@ctf.wa.gov.au)