



## WHERE A REFUND IS APPLICABLE

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.**

Where construction work has commenced and then ceased prior to the completion of the project, a partial refund will only be issued on the:

- 1. confirmation of the permits expiration/cancellation; or**
- 2. newly nominated builder having paid the balance of the levy for the remainder of the works.**

The *Building Commission Act* states that project owners have 21 days to submit all documents to the permit authority (Shire/Council/Town). Permit applications 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.

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



# 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.

_____	_____	_____
<b>Signature</b>	<b>Print Name</b>	<b>Date</b>

_____	_____
<b>Contact Number(s)</b>	<b>Email Address</b>

- Once you have completed this form and attached evidence of:
- **CANCELLATION OF PERMIT / APPLICATION** (e.g. confirmation from shire of permit/applications cancellation; or a statutory declaration where no permit application lodged or required)
  - **PROOF OF DUPLICATE PAYMENT**
  - **PROOF OF FINAL COST BEING AT LEAST , \$25,000 (INC GST) BELOW ORIGINAL ESTIMATE**, please forward to:

Construction Training Fund  
 PO Box 746  
 WEMBLEY WA 6913  
 FAX: 9244 0199