



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@bcitf.org.



REFUND OF LEVY PAID CLAIM FORM

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

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

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

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

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

A. Non-commencement of building or construction

REFUND DETAILS

Contract Value:		Refund Payable:	
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B. Project levy paid twice

DUPLICATE LEVY REFUND DETAILS

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

ADJUSTMENT REFUND DETAILS

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

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@bcitf.org