

SURRENDER OF LICENCE/CERTIFICATE



Fair Trading

NSW FAIR TRADING - HOME BUILDING SERVICE

13 32 20 www.fairtrading.nsw.gov.au

1. Authority holder's details

Surname, Company or Partnership Name:

Given name(s):

Address:

 Postcode

Home phone:

Business phone:

Mobile phone:

Email:

2. The reason for surrender is:

Retirement of licensee

Illness of licensee

Death of licensee

Financial insolvency or bankruptcy

Licensee leaving jurisdiction

Dissolution of partnership

Change to contractor / company arrangements (please specify):

Other (please specify):

Name of person surrendering licence/certificate (please print) _____

Number:

Date of expiry:

Date:

Signature: _____

NOTE: The licence/certificate card **MUST** be attached to this form.

3. Contractor licence expiry

Contractor licence holders may be entitled to a partial refund if they hold a 3 year licence that has at least 1 year left (from the date of surrender to the date of expiry). Refunds do not apply for certificates or where the licence is cancelled by Fair Trading.

Do you have a contractor licence with more than one year remaining on the licence from date of surrender?

No

Yes

Please go directly to 5.

Please proceed to 4.

4. Refund details

Only complete the following if you are surrendering a contractor licence (not a Qualified Supervisor Certificate or Tradesperson's Certificate) where the expiry is more than one year from the surrender date.

In order to provide a timely and secure service to all customers, NSW Fair Trading processes all refunds through direct EFT into a nominated bank account. Please complete the following:

BSB Number:	
Account Number:	
Account Name:	

*Note: In order for a refund to be processed your card **MUST** be returned with this form.*

5. Lodging this form

You must attach a copy of the licence/certificate card with this fully completed form to submit either:

- ✉ • **By mail to:** NSW Fair Trading, PO Box 972, Parramatta, NSW 2124; or
- 👤 • **Lodge in person:** at your local Service NSW or Government Access Centre.

For information on the location of your nearest Centre, please check our website at www.fairtrading.nsw.gov.au

Please attach card here