

# 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

Death of licensee

Licensee leaving jurisdiction

Change to contractor / company arrangements (please specify):

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Illness of licensee

Financial insolvency or bankruptcy

Dissolution of partnership

Other (please specify):

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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](http://www.fairtrading.nsw.gov.au)

Please attach card here