



NOTIFICATION OF CHANGE OF ADDRESS

INCLUDES NOTIFICATION OF CHANGE OF ANY CONTACT DETAILS

13 32 20 fairtrading.nsw.gov.au

Please read this information before completing this form.
This form can be completed in Adobe Reader and saved for your records.

How to lodge

- **In person** at any **Service NSW Centre**. For the address of your nearest Service NSW Centre please telephone 13 32 20 or visit www.service.nsw.gov.au/service-centre
- **By email** to HBLicensing@customerservice.nsw.gov.au.

1. Licence or Certificate holder details

Please complete the following in respect of a Licence or Certificate which requires the NSW Fair Trading's records to be amended with regard to a change of address.

Surname, Company or Partnership name

Given name(s)

Licence/Certificate number

2. Change of address / Contact details

OLD ADDRESS

Residential/Business address (*not PO Box*)

Suburb

State

Postcode

Postal address

Suburb

State

Postcode

NEW ADDRESS

Residential/Business address (*not PO Box*)

Suburb

State

Postcode

Postal address

Suburb

State

Postcode

2. Change of address / Contact details *(continued)*

Home telephone number

Business telephone number

Mobile number

Email address

NOTE: Correspondence will be sent via email where this has been provided.

NOTE: The new Residential/Business address is the address that will be on the licence card and cannot be a post office box number.

Title Given name(s)

Family/Surname

Signature

Date signed (DD/MM/YYYY)

This form is designed to be completed in Adobe Reader. A cross appearing in the digital signature field above may indicate a compatibility issue. If a cross appears please sign here

Privacy Statement

NSW Fair Trading, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by NSW Fair Trading and Service NSW will collect and hold personal information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. To maintain the Register under section 120 of the *Home Building Act 1989* and clause 69 of the *Home Building Regulation 2014*.
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW.
4. As required by legislation to record information on a public register, parts of which will be published online.

The consequence of not providing it is that your application may not be able to be determined. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by Fair Trading NSW. We may also use it to administer/update our records, including to send you information that we consider important in relation to Home Building legislation.

We will store and manage your personal information in accordance with provisions under the PPIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

Please see the [Fair Trading Privacy Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email brdprivacy@customerservice.nsw.gov.au.

For more information about how Service NSW handles personal information please visit www.service.nsw.gov.au/privacy.