



APPLICATION FOR DUPLICATE LICENCE, CERTIFICATE OR PERMIT

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

Please note applications are not acceptable by email, fax or mail.

1. Duplicate licence, certificate or permit

I hereby apply for a duplicate of;

- Contractor Licence Qualified Supervisor Certificate Owner Builder Permit
 Tradesperson Certificate

Licence/Certificate/Permit number

Issued date

Expiry date

NOTE: A duplicate can only be issued for a current authority.

2. Authority holder's details

Surname, Company or Partnership name

Given name(s)

Postal address

Suburb

State

Postcode

Home telephone number

Work telephone number

Business telephone number

Mobile number

Email address

3. Declaration

Duplicates can only be issued for the following reasons: Damaged Lost Stolen

- I declare that the information contained in this application is complete and true to the best of my knowledge. Should I regain possession of the original licence, certificate or permit I undertake to immediately return the original document to NSW Fair Trading.
- I understand that the provision of false or misleading information by me will result in proceedings being brought against me under the *Crimes Act 1900* that could lead to imprisonment of up to ten years and/or fines of up to \$22,000.



FN10A

3. Declaration *(continued)*

Title Given name(s)

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Family/Surname

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Signature

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Date signed (DD/MM/YYYY)

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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. For determining an application to provide you with a duplicate licence, certificate, or permit. The supply of this information is generally required by law, specifically under provisions within the *Home Building Act 1989*.
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.

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 NSW Fair Trading. We may also use it to administer/update our customer database, including to send you information that we consider important such as reminders to renew licences.

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.

5. Receipting panel – for Service NSW or Government Access Centre use only

Amount paid

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Method of payment

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Receipt number

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Date of receipt

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Location of SNSW/GAC

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Officer's initial

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