



SURRENDER OF LICENCE/CERTIFICATE

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

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

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 attach card here

1. Authority holder's details

Surname, Company or Partnership name

Given name(s)

Address

Suburb

State

Postcode

Home telephone number

Business telephone number

Mobile number

Email address

2. Reason for surrender

Retirement of licensee

Death of licensee

Licensee leaving jurisdiction

Change to contractor / company arrangements
(please specify)

Illness of licensee

Financial insolvency or bankruptcy

Dissolution of partnership

Other
(please specify)

2. Reason for surrender *(continued)*

Licence Card attached to this form?

Yes No

If no, please provide reason(s)

Name of person surrendering licence/certificate (please print)

Title Given name(s)

Family/Surname

Number

Expiry date

3. Contractor licence expiry

Contractor licence holders may be entitled to a partial refund if they hold a 3 or 5 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 ▶ Please go directly to 5.

Yes ▶ 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

5. Declaration

I,
(insert full legal name of the individual, Member or Director that this additional details form relates to)

born on declare that:
(insert Date of Birth)

- I have provided true and correct information.
- I understand that the provision of false or misleading information by me may result in proceedings being brought against me under the *Crimes Act, 1900* that could lead to imprisonment for up to 2 years and/or fines of up to \$22,000.
- I understand that the provision of false or misleading information may result in Fair Trading assessing me as not being a fit and proper person under the *Home Building Act, 1989* and may affect the outcome of my application.
- I have read and understand the information required to be provided in this statement.
- I authorise Fair Trading to make the necessary enquiries with any organisation or individual to verify the information I have provided on this form and any organisation or individual to disclose relevant information to Fair Trading for these purposes.

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 process your application to surrender your licence/certificate under *Home Building Act 1989* and the *Licensing and Registration (Uniform Procedures) Act 2002*.
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 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.