

# APPLICATION FOR 'CERTIFICATE OF EVIDENCE'

*Under Section 131 of the Home Building Act*

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](http://www.service.nsw.gov.au/service-centre)

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

## 1. Details of applicant requesting Certificate 131

Surname, Company or Partnership name

Given name(s)

Mailing address for 131 certificate

Suburb

State

Postcode

Home telephone number

Work telephone number

Business telephone number

Mobile number

Email address

## 2. Search request

I hereby apply for a certificate under section 131 of the *Home Building Act 1989* regarding the licence status of the individual, partnership or corporation named here under. (**NOTE:** certificates are **not** available in regard to registered Business Names).

Surname, Company or Partnership name

Given name(s)

Address

Suburb

State

Postcode

Licence/Certificate/Permit number



## 2. Search request *(continued)*

Signature of applicant

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* (PIIP 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 for certificate of evidence under section 131 of 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.
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 assessed. 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 (include other info here), 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 PIIP 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](mailto:brdprivacy@customerservice.nsw.gov.au).

For more information about how Service NSW handles personal information please visit [www.service.nsw.gov.au/privacy](http://www.service.nsw.gov.au/privacy).

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

Amount paid

Method of payment

Receipt number

Date of receipt

Location of SNSW/GAC

Officer's name



FN10A