



# LONG SERVICE LEVY PROJECT NOTIFICATION FORM

Principal Contractor Commonwealth and  
Interstate Government Projects

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**To be used for Projects started on or after  
7 April 2014 - regardless of completion date**

## LEVY PAYER DETAILS

PAYER REGISTRATION NUMBER (IF KNOWN)		
<input style="width: 100%;" type="text"/>		
CONTRACTOR ENGAGED TO PERFORM WORK		
<input style="width: 100%;" type="text"/>		
TRADE NAME (IF ANY)	ABN	
<input style="width: 55%;" type="text"/>	<input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>	
MAILING ADDRESS	POSTCODE	
<input style="width: 75%;" type="text"/>	<input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>	
STREET ADDRESS	POSTCODE	
<input style="width: 75%;" type="text"/>	<input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>	
CONTACT PERSON FOR ENQUIRIES	POSITION	
<input style="width: 45%;" type="text"/>	<input style="width: 45%;" type="text"/>	
TELEPHONE	FACSIMILE	MOBILE
<input style="width: 25%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>	<input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>	<input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>
EMAIL ADDRESS (CASE SENSITIVE)		
<input style="width: 100%;" type="text"/>		

## PROJECT DETAILS (Please Provide Full Information)

AUSTENDER CONTRACT NOTICE ID	
<input style="width: 100%;" type="text"/>	
PROJECT DESCRIPTION	
<input style="width: 100%;" type="text"/>	
<input style="width: 100%;" type="text"/>	
PROJECT SITE'S STREET ADDRESS	
<input style="width: 100%;" type="text"/>	
SUBURB	POSTCODE
<input style="width: 75%;" type="text"/>	<input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>
EXPECTED START DATE OF PROJECT (DD/MM/YYYY)	EXPECTED COMPLETION DATE OF PROJECT (DD/MM/YYYY)
<input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>	<input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>

## PROJECT COST & LEVY PAYMENT (Rounded To The Nearest Dollar - With 50c Rounded Downwards)

*TOTAL CONTRACT PRICES FOR THE WORK (inclusive of GST) <small>Note: No payment or form required if *total for work is under \$1 million</small>	\$	<input style="width: 95%;" type="text"/>	.00
LEVY PAYMENT = *TOTAL CONTRACT PRICES x 0.1%	\$	<input style="width: 95%;" type="text"/>	.00

*Note: For projects started before 7 April 2014 a different levy rate and leviable threshold applies, regardless of completion date. (refer form PNF02)*

## DECLARATION

SIGNATURE OF AUTHORISED PERSON	PRINT NAME OF AUTHORISED PERSON	DATE (DD/MM/YYYY)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>

## OFFICE USE ONLY

LEVY PAID <input style="width: 90%;" type="text"/>	SCANNED <input style="width: 90%;" type="text"/>
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## NOTIFICATION & ASSESSMENT OF LEVY PROCESS

The levy is payable on all eligible construction projects that started on or after 7 April 2014, of at least \$1 million or more in value, and is calculated as a set percentage of the cost of the construction work on which it is imposed. A two tier levy regime applies to construction projects with total construction costs in excess of \$1 billion.

The following levy rates apply on projects that started on or after 7 April 2014 with construction costs from \$1 million to \$1 billion:

- 0.1% on projects started from 07/04/2014 - regardless of completion date.

**Note: For projects that started before 7 April 2014 different levy rates and leviable threshold applies - use form PNF 02**

A Ministerially determined percentage rate will be applied to costs in excess of \$1 billion. Contact the NT Build Registrar for further information.

Unless particular construction work is exempted, sections 40 and 41 of the *Construction Industry Long Service Leave and Benefits Act (the Act)* requires:

- a person for whom the relevant construction work is being carried out, or
- a relevant entity that is to carry out construction work, to submit a completed Project Notification Form (PNF) notifying NT Build about the construction work.

This notification is required before the work starts on the site at which the construction work is to be carried out.

Generally, the total cost of the work is determined by the total contract prices for all the construction contracts in relation to the work. In accordance with section 37 of the Act, a "construction contract" has the same meaning as in the *Construction Contracts (Security of Payments) Act*.

As the total contract prices may not be known before work commences, the Board will usually accept a payer's self assessment of the estimated total contract prices.

For the administrative convenience of the payer and NT Build, an invoice in the amount assessed by the payer will be issued upon receipt of a PNF acceptable to the Registrar. The Act requires payment of the levy before work commences. However, the Board will accept payment of the invoice within 30 days of issue if the PNF is received before work commences. Interest will usually be applied to late payment of the levy if a PNF is not received before work commences.

At the completion of the project, a reconciliation of the actual total contract prices will be required, as an additional levy or refund may be payable once the final cost is known.

If a payer is unable or unwilling to self-assess the levy payable, or the Registrar does not accept the amount notified on the PNF, the Board will determine the levy payable in accordance with the Act.

In some cases, for example where there is no contract price for the work, the Board may need to determine the cost of construction for levy calculation purposes. In these instances, NT Build will require additional information, including:

- the cost of labour, materials (including prefabricated goods and installation), equipment, design, project management, consultancy and any other cost that directly or indirectly relates to the work; and
- if the construction work is to be carried out in stages or under a number of contracts or other arrangements the total cost in relation to those stages, contracts or arrangements.

Further information on the levy is available at [www.ntbuild.com.au](http://www.ntbuild.com.au) or by contacting the NT Build office on telephone 1300 795 855.

## NOTIFICATION & ASSESSMENT OF LEVY PROCESS

### WHO CAN PAY THE LEVY BY INSTALMENTS

A person who is liable to pay an amount of the levy may apply to the Board for the payment to be made by instalments if the following criteria is satisfied:

- The amount of the levy exceeds \$10,000, and
- The time reasonably needed to carry out the construction work exceeds one year.

The first instalment must not be less than \$10,000 and must be paid to the Board at or before the time when the full amount of the levy would have been payable.

### INSTALMENT PROPOSAL

Please outline your levy instalment payment proposal, including the first instalment amount, the amount of each subsequent instalment and when each instalment will be paid. (Attach further details if required)

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### DECISION

The Board may approve or refuse this application or decide to vary its terms.

If a person fails to pay an instalment in accordance with an approved instalment proposal, the approval will cease to have effect and the amount of the levy that remains unpaid will become immediately payable, start to bear interest and be recoverable in a court of competent jurisdiction.

## PRIVACY

NT Build is collecting the information on this form for the purpose of administering the *Construction Industry Long Service Leave and Benefits Act*. In appropriate cases, the information may be accessed by government agencies, private organisations and members of the public as required or permitted by law. For more information please refer to the Privacy and Access policies issued in accordance with the *Information Act (NT)*, available at [www.ntbuild.com.au/ntbuild/info\\_privacy\\_foi.shtml](http://www.ntbuild.com.au/ntbuild/info_privacy_foi.shtml) or contact the Registrar, NT Build on 1300 795 855.