



LONG SERVICE LEVY PROJECT NOTIFICATION FORM

Project Owners/Developers

Post PO Box 36644, Winnellie NT 0821
General Enquires 1300 795 855

Email info@ntbuild.com.au
Facsimile (08) 8923 9318

Internet www.ntbuild.com.au
Office Telephone (08) 8923 9300

LEVY PAYER DETAILS

PAYER REGISTRATION NUMBER (IF KNOWN)		<input type="text"/>	
PAYER NAME			
<input type="text"/>			
TRADE NAME (IF ANY)		ABN	
<input type="text"/>		<input type="text"/>	
MAILING ADDRESS			POSTCODE
<input type="text"/>			<input type="text"/>
STREET ADDRESS			POSTCODE
<input type="text"/>			<input type="text"/>
CONTACT PERSON FOR ENQUIRIES		POSITION	
<input type="text"/>		<input type="text"/>	
TELEPHONE	FACSIMILE	MOBILE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
EMAIL ADDRESS (CASE SENSITIVE)			
<input type="text"/>			

PROJECT DETAILS (Please Provide Full Information)

PROJECT DESCRIPTION	
<input type="text"/>	
<input type="text"/>	
PROJECT SITE'S STREET ADDRESS	
<input type="text"/>	
POSTCODE	
<input type="text"/>	
EXPECTED START DATE OF PROJECT (DD/MM/YYYY)	EXPECTED COMPLETION DATE OF PROJECT (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>
OFFICE USE ONLY	NEW PROJECT <input type="checkbox"/> EXISTING PROJECT <input type="checkbox"/> PROJECT NO. <input type="text"/>
PROJECT DESCRIPTION	
<input type="text"/>	
<input type="text"/>	

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

*TOTAL CONTRACT PRICES FOR THE WORK (inclusive of GST)	\$ <input type="text"/>	.00
Note: No payment or form required if *total for work is under \$200,000		
LEVY PAYMENT = *TOTAL CONTRACT PRICES x [tick applicable]	<input type="checkbox"/> 0.5%	\$ <input type="text"/>
	<input type="checkbox"/> 0.4%	.00
Note: 0.5% levy rate reduced to 0.4% for projects that commence in the period 01/07/09 to 30/06/11 (inclusive), regardless of completion date		

DECLARATION

SIGNATURE OF AUTHORISED PERSON	PRINT NAME OF AUTHORISED PERSON	DATE (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>

OFFICE USE ONLY

LEVY PAID <input type="text"/>	SCANNED <input type="text"/>
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NOTIFICATION & ASSESSMENT OF LEVY PROCESS

The levy is payable on all eligible construction projects of at least \$200,000 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 with construction costs from \$200,000 to \$1 billion:

- 0.5% on projects started from 1/7/2005 to 30/6/2009 - regardless of completion date;
- 0.4% on projects started from 1/7/2009 to 30/6/2011 - regardless of completion date; and
- 0.5% on projects started from 1/7/2011.

A Ministerially determine 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 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 or contact the Registrar, NT Build on (08) 8923 9300.