



NTBUILD

Portable Long
Service Leave

Employer Registration Application

E: info@ntbuild.com.au W: ntbuild.com.au P: 1300 795 855 A: Unit 32-33, 12 Charlton Court, Woolner

For help completing this form contact the NT Build office on 1300 795 855 or email info@ntbuild.com.au.

Privacy – Information on this form is collected under the *Information Act 2002 (NT)*. Before completing this form, please read the NT Build privacy statement available at <https://ntbuild.com.au/information-privacy-access/>

Employers details

ABN			
Entity name			
Registered Business name			
Entity Type (e.g. Company, Sole trader)			
If you are in a partnership provide names of the partners			
Current postal address			
	State		Postcode
Business Address			
	State		Postcode
Contact person for enquiries		Contact phone number	
Email			

Does the business ordinarily carry out or offer to carry out construction work for reward as part of your usual business?

No ☐ The business is not eligible to register. Please contact NT Build if you have any questions.

Yes ☐ Proceed to next question

Describe the type of work performed by the employer (e.g. Electrical, Civil construction)

Lodgement of employer returns

IMPORTANT

Employer returns must be completed twice a year: once for the period from **January to June**, and once for the period from **July to December**. An email will be sent to the nominated email address and the return will be completed online.

Worker details

BEFORE YOU COMPLETE

- Provide all requested information, listing construction workers currently employed or engaged by the business (do not include labour only contractors).
- This form allows space to list up to six (6) workers only. If you need to include additional workers, you may complete and submit a separate document with the required details.
- NT Build will assess the workers listed on this form. Service can only be backdated up to a maximum of 12 months (from the workers registration date).
- Please ensure that the workers listed on this form are informed about this application.

Surname		Given Names	
Date of Birth		Email	
Postal address			
	State		Postcode
Contact phone number		Start Date	
		Cease date (if required)	
Type of construction work performed by employee (e.g. Labourer, Electrician)			
Does the worker spend more than 50% of the time on a construction site and on the tools for the work? Yes ☐ No ☐			
Is the role managerial, clerical, administrative or professional in nature? Yes ☐ No ☐			

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Employers’s declaration

I declare and acknowledge that:

- The information provided on this form is true and correct in every detail.
- I will notify NT Build in writing and provide full details if there is a change.
- NT Build may refuse this application if the information provided is incomplete, false or misleading. An authorised officer may request further information to be provided.
- It is an offence to make a declaration that is false in any material particular.
- I have read and agree to the NT Build privacy statement available at <https://ntbuild.com.au/information-privacy-access/>.
- I have informed workers listed on this form about this application and verified their identities.

Employers
Signature

Date

Return this form and all supporting documents:

- by email to: info@ntbuild.com.au, or
- by post to: NT Build PO Box 36644, Winnellie NT 0821
- by office: Unit 32-33, 12 Charlton Court, Woolner

Business Hours
Monday to Friday (excluding Public Holidays)
8:00am - 4:30pm

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