

# APPLICATION FOR DUPLICATE LICENCE, CERTIFICATE OR PERMIT



Fair Trading

13 32 20 www.fairtrading.nsw.gov.au

## NSW FAIR TRADING - HOME BUILDING SERVICE

### 1. Duplicate licence, certificate or permit

I hereby apply for a duplicate of;

Contractor Licence  Qualified Supervisor Certificate  Owner Builder Permit

Tradesperson Certificate

Details of licence/certificate/permit Number:

Issued Date: / /  Expiry Date: / /

Note: A duplicate can only be issued for a current authority

### 2. Authority holder's details

Surname or Company/Partnership Name:

Given name(s):

Postal address:

Postcode:

Home phone:

Work phone:

Business phone:

Mobile phone:

Email:

### 3. Declaration

Duplicates can only be issued for the following reasons:  Damaged  Lost  Stolen

\* I declare that the information contained in this application is complete and true to the best of my knowledge.

Should I regain possession of the original licence, certificate or permit I undertake to immediately return the original document to NSW Fair Trading. See overleaf for lodgment details.

\* I understand that the provision of false or misleading information by me will result in proceedings being brought against me under the Crimes Act 1900 that could lead to imprisonment of to ten years and/or fines of up to \$22,000.

Date Signed

(Holder/Partner/Director)



FN10A

#### 4. Lodging Your Application

Application for a duplicate licence, certificate or permit MUST be accompanied with the prescribed fee.

**Applications may be lodged:**



In Person at your local Service NSW or Government Access Centre.

For information on the location of your nearest Centre, please check our website at [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au) or telephone 13 32 20.

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

#### 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: