

# NOTIFICATION OF CHANGE OF ADDRESS

## INCLUDES NOTIFICATION OF CHANGE OF ANY CONTACT DETAILS



# Fair Trading

NSW FAIR TRADING - HOME BUILDING SERVICE

13 32 20 [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

### 1. Licence or Certificate Holder Details

Please complete the following in respect of a Licence or Certificate which requires the NSW Fair Trading's records to be amended with regard to a change of address.

Surname, Company or Partnership Name:

Given name(s):

Licence/Certificate Number:

### 2. Change of Address / Contact Details

#### Old address

Residential/Business: *(not PO BOX)*.

Postcode

Postal:

Postcode

#### New address

Residential/Business: *(not PO BOX)*.

Postcode

Postal:

Postcode

Home phone:

Mobile phone:

Business phone:

Facsimile:

Email:

**Note:** The new Residential/Business address is the address that will be on the licence card and cannot be a post office box number .

Signature \_\_\_\_\_

Date:

### 3. Lodging this form

#### Preferred Methods



- **Lodge 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



- **or Email to:** [HBLicensing@finance.nsw.gov.au](mailto:HBLicensing@finance.nsw.gov.au)

#### Alternative Methods



- **or Mail to:** NSW Fair Trading, PO Box 972, Parramatta, NSW 2124