

**OPTION 1**

Enter and pay online at **www.citb.org.au**  
 (you do not need to fill out this form)

**OPTION 2**

Complete **all sections 1-5** of this form and post all 3 copies with your cheque payment to PO Box 1227 Unley SA 5061

You **must** be the project owner (or their authorised representative, see reverse) to complete this form. No levy required on projects under \$15,000 inc GST.

**Terms and Conditions**

When you enter levy payment details, this will constitute a legal transaction. Under the Construction Industry Training Fund (CITF) Act 1993, there are severe penalties for providing false or misleading information. By completing this form, you acknowledge that you understand the provisions of the CITF Act 1993 and that you are authorised to provide the information. **Do not complete this form if you do not agree with these terms.**

Under the CITF Act 1993 the project owner is responsible for payment of the levy. For the purposes of levy payment, the **project owner** is:

- a) The person / company that has been engaged to carry out or cause to be carried out all, or substantially all, of the building or construction work (eg. Prime Contractor)
- b) In any other case, the person / entity for whose direct benefit the work exists on its completion (eg. The Property Owner)

**1. Declaration**

I, ..... on behalf of ..... am the project owner  
 Person filling out this form (authorised representative, see reverse) Company name [insert N/A if you are an individual project owner]  
 under the terms of the CITF Act 1993, and I declare that the information provided on this form is true and accurate.  
 I understand that the project owner is liable for payment of the CITB levy and all related correspondence including variation invoices and refunds.

Signed ..... Phone ..... Date .....

**2. Project Owner Details** Are you a company or an individual? **Fill out one section only**

<p><b>Company</b> <input type="checkbox"/></p> <p>ABN: <input style="width: 95%;" type="text"/></p> <p>Organisation Name: <input style="width: 95%;" type="text"/></p> <p>Trading Name: <input style="width: 95%;" type="text"/></p>	<b>OR</b>	<p><b>Individual</b> <input type="checkbox"/></p> <p>First Name: <input style="width: 95%;" type="text"/></p> <p>Last Name: <input style="width: 95%;" type="text"/></p> <p>Drivers Licence No:* <input style="width: 25%;" type="text"/> Date of Birth:* (dd/mm/yyyy) <input style="width: 25%;" type="text"/></p> <p style="font-size: small;">*required to create unique customer number only</p>
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**3. Contact Details**

Unit / Lot / Street Number:  Street Name:

Suburb:  State:  Postcode:

Phone:  Mobile:  Fax:

Email:

**4. Project Details**

Unit / Lot / Street Number:  Street Name:

Suburb:  State:  Postcode:

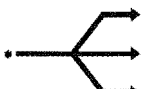
Estimated Project Start Date: (dd/mm/yyyy)  Estimated Project End Date: (dd/mm/yyyy)  Local Council (Project Location):

Project Description:

Estimated Project Value (including GST):  
 \$  . 00 **x 0.25% or Divide by 400 =** Levy Amount Due: \$  . 00

The levy amount is 0.25% of the estimated project value including GST (do not pay if project value including GST is \$15,000 or less)

**5. Sector Allocation** The sector allocations should total 100% (see reverse)

Housing % <input type="checkbox"/>		Commercial Industrial (manufacturing/ logistics) <input type="checkbox"/>
Commercial %* <input type="checkbox"/>		Commercial Retail (shop/retail outlet) <input type="checkbox"/>
Civil % <input type="checkbox"/>		Commercial Other (office) <input type="checkbox"/>
Total <input type="checkbox"/> 100%		

**\*If commercial please tick appropriate box above**

**Office Use Only**

CITB Project ID:

CITB Customer ID:

Development Application Number or Project Owner Reference Number: