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| Building Services Levy  Request for refund | **Form 82** |

Use of this form

If you are seeking the refund of the Building Services Levy first contact the Building Department of the local government permit authority. Only use this form to request a refund when the permit authority has already remitted the levy to the Building Commission. The levy can be refunded if an application for building permit or certificate is either withdrawn before the permit/certificate is granted or issued, or refused by the permit authority. The levy will not be refunded once the building permit/certificate has been granted or issued. A $5 (GST exempt) fee will be retained by the permit authority. Please complete all parts of this form.

Contact details – for enquiries about this request

|  |  |  |
| --- | --- | --- |
| Name of contact |  | |
| Postal address |  | |
| Phone |  | Mobile |
| Email |  | |
| Signature |  | Date |

Building permit/certificate details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant’s name on building permit/certificate application | | |  | |
| Site address | |  | | |
| Relevant permit authority | |  | | |
| Application number | | Application date | | |
| Levy amount paid on permit application | | $ | | |
| Builder’s registration number, if applicable | |  | | N/A |
| Owner-builder approval number, if applicable | |  | | N/A |
| Date building permit/certificate application withdrawn | | | | N/A |
| Description: Description: Description: C:\Users\slewis\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\0PFKTS99\MC900441311[1].pngConfirm that the building permit has not been issued | | | | Confirmed |
|  | Attach advice from the permit authority confirming that the building permit or certificate application was withdrawn or refused before the permit/certificate was granted or issued. | | | Attached |

Payment

Please pay my refund by  cheque or  direct deposit to the account shown below.

|  |  |  |
| --- | --- | --- |
| Account name |  | |
| BSB |  | Account |
| Financial institution |  | |

Submit

Either email or mail the completed form and attachment to [bc.levy@commerce.wa.gov.au](mailto:bc.levy@commerce.wa.gov.au) or:

Building Commission

Locked Bag 14

Cloisters Square WA 6850