



Information Guide

Paying the CTF levy by instalments

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Under Section 21A of the *Building and Construction Industry Training Fund and Levy Collection Act 1990* (“the Act”), the project owner may pay the Building and Construction Industry Training Fund Levy (“the CTF levy”) by instalments if the value of construction work (as estimated in accordance with Schedule 2 of the Act) is \$500million or greater.

The project owner is required to notify the Building and Construction Industry Training Board (“the CTF Board”) of the intention to pay the CTF levy by instalments in an appropriate timeframe before construction works start. We recommend submitting your application at least six months before work starts to ensure there is sufficient time for the CTF Board to review your application.

Information relating to the construction works must be provided for the CTF Board’s consideration for payments by instalment, and for the payment period to be determined. Please complete the ‘Information required to pay the CTF levy by instalments’ form on page 4 and return to us at levycompliance@ctf.wa.gov.au

The instalment amounts must be paid to CTF annually, on or before the anniversary of the due date of the first instalment payment.

If the project owner fails to notify the Board of its intention to pay the CTF levy by instalments *before* construction work starts, the *full* amount of the levy must be paid before the construction work starts.

[The Act can be downloaded here.](#)

Application process

There is a three-step process for applying to pay your CTF levy by instalments.

1) Register the construction work in the [CTF portal](#).

- If the project owner has not used the [CTF portal](#) previously, a user account needs to be created.
- The user account needs to be connected to the relevant company/business account in the portal.
- We strongly recommend following these [step-by-step instructions](#) in our How To Guide.

2) Complete and submit the application form (found on page 4).

- If you have any questions about this form, please contact us at levycompliance@ctf.wa.gov.au

3) If the application is successful, the first levy instalment needs to be paid before construction works starts.

- We will contact the project owner by email with the CTF Board’s decision on the application. We will also confirm the payment period, instalment amounts and schedule of payments.
- The levy instalment can be paid in the [CTF portal](#) (“Levy management”).
- Payment of further instalments need to be made on, or before, the anniversary of each instalment payment.

Calculating the instalment amounts

The levy instalment amounts are calculated as per the following method:

Instalment Amounts = Levy payable* / Payment period**

*Based on the estimated value of construction work including GST

**In years, rounded down to the nearest whole number.

The payment period for the construction work means:

- The estimated period during which the construction work is to be carried out as agreed to by the Board and the project owner; *or*
- The period during which the construction work is to be carried out as estimated by the Board, if the Board and the project owner are unable to agree to an estimate; *or*
- The period determined by the Minister over which the levy is payable for the construction work, following the Minister’s consultation with the Board.

Key points to note

- Under Section 21A (4) of the Act, the Minister can determine a payment period after consultation with the Board. In all instances where a project owner is seeking to pay the CTF levy by instalment, the application must be submitted to the Board and not to the Minister. The Board will advise the Minister of all applications received and liaise with the Minister on payment periods.
- If the payment period as agreed is the estimated period of construction work, the final instalment must be paid in accordance with the agreed schedule, even when – due to unforeseen delays – the actual period of construction work exceeds the estimated period. In this instance, adjustments to the amount of levy to be paid (Section 22 of the Act) will be determined and settled with CTF upon completion of the actual construction work.
- If the payment period as agreed exceeds the estimated period of construction work, adjustments to the amount of levy to be paid will be determined and settled with CTF together with the final payment of the scheduled instalments.
- If the construction work is cancelled after an instalment has been paid and before any subsequent and/or final instalments are due, CTF will settle a final amount of levy to be paid based upon the project owner's provision, to the Board's satisfaction, evidence of the value of construction work completed.
- Should there be a transfer of project ownership during the agreed payment period, the new project owner will assume responsibility for the schedule of payments as agreed. CTF will settle any outstanding amounts with the original project owner based on the provision of evidence, to the Board's satisfaction, of the value of construction work completed as of the date ownership of the project was transferred.
- Section 30 (1)(c) of the Act prescribes that it is an offence to commence construction work prior to payment of the levy in respect of that construction work. The penalty for such an offence is \$20,000 for an individual or \$50,000 for a business/company.
- Under Section 24 of the Act, penalties apply when the levy has not been paid prior to commencement of the construction work and also for late payment of instalments.
 - The penalty to be paid to the Board under Regulation 8 of the *Building and Construction Industry Training Fund and Levy Collection Regulations 1991* is 100% of the unpaid levy, per annum.
 - Where the CTF levy is paid by instalment, the penalty to be applied for late payment is calculated on the value of the instalment.

Application form – pay the CTF levy by instalment

Project owner details			
Date			
Company name		ABN/ACN	
Physical address			
Suburb		Postcode	
Postal address			
Suburb		Postcode	
Contact person			
Email address		Phone number	

Construction work details			
Project title			
Site address		Suburb	
Postcode		Region	
Estimated construction value (inc GST)			
Description of construction works			
Construction start date		Estimated completion date	
Estimated period of construction (years)		Government contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Category	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Civil engineering <input type="checkbox"/> Resources sector		

Head contractor (if appointed and/or different from the project owner)			
Company name		ABN/ACN	
Contact person			
Email address		Phone number	

Request an extension to pay the CTF levy instalments beyond the construction period	
<i>Complete this section if requesting extension to the instalments payments beyond the construction period stated in the original application. This is a request for additional time to pay (in years) and additional instalment payments beyond initial construction.</i>	
Payment period (years)	
Reason for extended payment period	
Date of request	