

The refund of levy paid claim form is only necessary for:

1. Non-commencement or cancellation of building or construction, or a
2. Duplicate levy payment.

If your building or construction project has completed, and you are requesting a refund due to the final construction cost being at least \$25,000 (including GST) below the original estimated value, please **login to the CTF Portal** and update the final construction value for your project.

If your building permit was cancelled or refused because information was not submitted to the permit authority within 21 days according to Building Act 2011 s. 55(2) or Building Act 2011 s. 23(3) and you intend to reapply for the same project, there is **no need to apply** for a refund.

To access the refund please complete and submit this form and relevant documents to levycompliance@ctf.wa.gov.au

1. Project Details and Address (all fields required)			
Project No, Batch No, Permit No, or Request ID:			
Lot No:		House No:	
Street:			
Suburb:		Local Government:	

2. Project Owner Details (all fields required)		I am the owner / builder / other:	
Refund payable to:			
Contact email:		Contact No:	
Postal address:			

3. Refund reason (only complete fields in A or B)

A. Non-commencement or cancellation			
<input type="checkbox"/> If a building permit was issued, please provide an email or letter from the Local Government acknowledging a Notice of Cessation or cancellation of the building permit.			
<input type="checkbox"/> If a building permit was not issued, please provide a statutory declaration. A template can be requested by emailing levycompliance@ctf.wa.gov.au .			
Contract value:		Refund amount*:	

B. Duplicate levy payment			
Duplicate Receipt ID:		Refund amount*:	

* Note that credit card surcharges are non-refundable.

Declaration

As the project owner / representative of the project owner in relation to the construction work, I declare that the details provided are accurate, complete, and relevant to this refund application.

Applicant's signature

Applicant's name

Date