

Lodging a CITF Levy

Who is the project owner?

- ▶ The levy form must be completed by the project owner or an authorised representative of the project owner. By completing the form you are acknowledging legal responsibility for all further correspondence, invoices and refunds.
- ▶ The project owner in most cases is the builder or prime contractor (the person engaged to carry out or cause to be carried out the building work) or if no builder is appointed then the person who benefits from the construction work e.g. the property owner.
- ▶ The project owner may nominate an authorised representative to lodge the levy on their behalf; they may be a private certifier, employee of the company, architect or a project manager (this is known as the declarant).

Visit www.citb.org.au

- ▶ Select **Lodge and pay a Levy** and complete the online application form.

STEP 1: Levy Payer

You will be required to accept the terms and conditions and enter contact details for the project owner. It is important you select the appropriate organisational structure for the project owner.

- ▶ **INDIVIDUAL** – for a single lodgement and if you **DO NOT** have an ABN. This is typically an owner builder managing the project themselves in entirety.
- ▶ **COMPANY** – If you **DO** have an ABN (this includes sole traders)

If you are entering a non-standard address or a post office box, please use the custom address feature this will allow you to enter the address as you prefer

STEP 2: Project Details

This section is for the project address and will include descriptive information to help identify the project when it is completed. Please include a detailed description of the project including any internal job or project numbers.

SECTOR ALLOCATION

The sector allocation is used to attribute from which sector of the construction industry the levy is being collected according to the following brief definitions:

- ▶ **HOUSING SECTOR** – Any residential dwelling that contains cooking and bathing facilities intended for long term residential purposes. Educational institutions, hospitals, or other institutional care are not included in the housing sector.
- ▶ **COMMERCIAL SECTOR** – Part of the construction industry (other than the housing sector) resulting in a rigid, fixed, or permanent structure with a roof intended for the shelter, use of people, plants, machinery, goods or livestock.
- ▶ **THE CIVIL SECTOR** – The remainder of the construction industry, i.e. roads, rail, bridges.

Where possible classify your project in entirety according to its final purpose and only use split attribution when a project has clearly defined elements of multiple sectors.

STEP 3: Review & Declaration

This page will summarise the details you have entered and request you acknowledge the following declaration “that under the terms of the Construction Industry Training Fund (CITF) Act 1993, I am the “Project Owner” or the duly authorised agent of the “Project Owner”, and that the information entered by me on this website is true and accurate”.

Penalties may apply for giving false or misleading information.

STEP 4: Payment

CHOOSE YOUR PAYMENT METHOD

- ▶ The fastest way to pay is by credit card (CITB accepts Visa or MasterCard) as your **receipt will be generated on the spot.**
- ▶ If you choose to pay by cheque or direct debit, your receipt will be forwarded once the payment is processed at the CITB office.

Please note that development/building approval will not be granted until the levy has been paid.

STEP 5: Confirmation

This page provides a confirmation of the data entered and allows you to print a copy of your invoice. If you have paid by credit card you will also be able to print a copy of your receipt.

If you have any queries while completing your online application please phone

8172 9500

The CITF Levy can also be paid in person at the Construction Industry Training Board 5 Greenhill Road Wayville.



**Construction Industry
Training Board**

Building Skills. Future Workforce.