

CONFLICT OF INTEREST EXEMPTION APPLICATION CHECKLIST



**Fair
Trading**

ABN 81 913 830 179

Registered certifiers must complete this checklist when applying for an exemption to the conflict of interest provisions in the Building and Development Certifiers Act and Regulation.

Attach the completed form to your email application, and send to:

certifierstrategy@customerservice.nsw.gov.au

Only completed applications that include this checklist will be considered.

For more information about certifier conflicts of interest and how to apply for an exemption, [visit the Fair Trading Website](#).

Application checklist

<input checked="" type="checkbox"/>	Required information/documentation to include in your application
	Evidence that the \$200 application fee is paid
	A description of the situation with details of the conflict of interest
	The particular development or class/es of development to be covered by the exemption (DA/CC or CDC number and property address, or BCA class/es)
	Applicable council area/s
	The timeframe for the exemption and why (if none is proposed, a maximum exemption of 1 year will be considered)
	Evidence to demonstrate that appropriate governance arrangements are in place to ensure the public interest is maintained. If possible, evidence should be from a third party, such as a letter from the council, as appropriate.

1. Your details

Surname		Certifier registration number	
Given name/s			

2. Payment

Westpac account details for EFT (direct deposit)

Account name: DCS (Department of Customer Service)
BSB: 032 001
Account number: 203 164

- Under payment reference, include your initials and the phrase 'certifierCol'
- ATTACH a copy of the remittance advice/ receipt. Your application cannot be processed without this information.

Email your completed application form

Email: certifierstrategy@customerservice.nsw.gov.au