APPLICATION FOR VOLUNTARY SURRENDER OR SUSPENSION OF REGISTRATION

• Use this form to apply for a voluntary cancellation or suspension of registration. This includes applying to extend, vary or cancel a suspension.
• This form is not required where the Secretary has determined grounds for suspension or cancellation of registration. Written notice on behalf of the Secretary will be provided directly to the certifier in these circumstances.
• There is no fee accompanying this application.
• The maximum period your accreditation can be suspended is up to the date your accreditation is due for renewal.

A voluntary suspension is useful if you plan to:
• take a break between employment and not have a current professional indemnity insurance covering the break between employers.
• retire from full-time work, take a holiday and then return to work part-time or on a casual basis; or
• council certifiers: leave your council employment but retain your council registration.

Note: Your accreditation will not be automatically suspended if you are out of work for a while. You must notify Fair Trading using this form and receive confirmation in writing for a voluntary suspension to be in effect.

Important notes

Apply to renew your certificate of accreditation: If Fair Trading suspends your registration you must apply to renew your certificate of registration before it expires. A suspension cannot extend beyond the term of your current registration.

Continuing professional development (CPD): You must complete required CPD activities during a voluntary suspension period if you wish to have your registration renewed.

Professional indemnity insurance: You do not need to obtain professional indemnity insurance for any employment gap covered by a voluntary suspension. If you have a gap in your employment not covered by a voluntary suspension, you must obtain insurance to cover the gap, and will need to obtain this insurance each year.

Leaving employment: If you’re a certifier leaving employment with a council or a company, you must either:
• voluntarily suspend your registration until you provide evidence that you are again employed by a council or a company with a current professional indemnity policy, or
• obtain professional indemnity insurance covering you from the first day that you are no longer employed until the day you are again employed by a council.

If suspended, you must apply to renew registration before expiry

To maintain registration including a suspended registration you must apply to renew your registration before the expiry of your suspended registration. If you are changing employment from one council to another and with no gap in your employment, you can continue to use your current registration and notify Fair Trading of your change in employer.

Maternity leave or extended leave: You don’t need a voluntary suspension if you’re not leaving your current employer this includes when you take maternity leave or extended leave.
Public Register

The information available on the Fair Trading online register of registered certifiers will detail:
• each date on which the certifier’s registration has been suspended
• each date on which the certifier’s suspension ended; and
• the date on which the certifier’s registration was cancelled or otherwise ceased to have effect

Notice to voluntarily suspend registration

<table>
<thead>
<tr>
<th>Given name/s</th>
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<tbody>
<tr>
<td>Surname</td>
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<tr>
<td>Certifier registration number</td>
<td>Registration expiry date</td>
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<tr>
<td>Certifier registration class/es</td>
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I am applying to (please tick the relevant box)
☐ To have my registration suspended or
☐ To have my registration cancelled

Reason for voluntary suspension
☐ Private certifiers: I am leaving my current employer and won’t be covered by its insurance.
☐ Council

Other reasons for requesting suspension *(attach additional documentation if necessary)*

Reasons for requesting cancellation of registration *(attach additional documentation if necessary)*
Current employer

<table>
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<tr>
<th>Business/ council name</th>
<th>Employment end date</th>
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Voluntary suspension: start and end dates (must not exceed expiry of current certificate)

<table>
<thead>
<tr>
<th>Requested suspension start date</th>
<th>Requested end date</th>
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Contact for correspondence

Fair Trading will use these contact details during the period of suspension including sending written confirmation of your application outcome.

<table>
<thead>
<tr>
<th>Email</th>
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<td>Contact number (business hours)</td>
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Applicant declaration

I agree that:

• I am voluntarily requesting Fair Trading to suspend my registration as a certifier under the Building and Development Certifiers Act (2018) for the period stated above;

• I will not carry out any certification work during the voluntary suspension period; and

• I will complete required continuing professional development activities during the voluntary suspension period.

Applicant signature: ___________________________ Date signed: ____________

Email your completed application form

Email: certifierregistration@customerservice.nsw.gov.au