

# Building Work Levy – Levy Paid in Error Application Form

---

Note

- Use BLOCK LETTERS and select the most appropriate answer from the options provided.
- If all sections are not completed, your application cannot be processed.
- Providing a false or deliberately misleading statement is an offence under the *Crimes Act 1900*.
- Please email your completed form and any supporting documentation to [ocaudits@customerservice.nsw.gov.au](mailto:ocaudits@customerservice.nsw.gov.au) within 3 business days. We will contact you within 21 business days with an outcome.

## Customer Details

Full name

Date of birth

Home address

Phone number

Email address

**What is your ITSOC case number?** *This was provided to you when you lodged your ECN on the NSW Planning Portal.*

**Are you applying as an individual or a corporation?**

*Individual*

*Corporation*

**What caused the error in levy calculation?**

*For example, was it the result of a system error or was incorrect information entered into the NSW Planning Portal? Please specify.*

*System error*

*Incorrect amount entered*

*Other (please specify)*

**Are you requesting a full or partial refund?**

*Please specify amount. The building work levy may be refunded in whole or in part.*

Full refund

Partial refund

**Levy Amount Paid**

**Amount requested for refund**

**Payment Reference Number**

*Please attach proof of payment*

**Development Details**

**Development address**

Refunds will be returned to the same account used to pay the levy amount. Please provide bank details and a copy of a recent bank statement to support that the payment was made from the same account.

**Refund Details**

**Account name**

**Bank name**

**BSB number**

**Account number**