

Change of Details NOTIFICATION

Section 60 of the Design and Building Practitioners Act 2020

Use this form to change the details of an existing registration for an individual or body corporate.

How do I submit this form?

Email this completed form, including any supporting documents to dbpreistration@customerservice.nsw.gov.au

If you are having difficulty completing this form, please call NSW Fair Trading on 13 32 20.

SECTION 1 - Evidence required for change of details

Change of name

- Individual change of name – you must provide a copy of a document showing the change of name such as a Marriage Certificate or Change of Name Certificate
- Body corporate (company) change of name – you must provide a copy of Australian Securities and Investments Commission (ASIC) records confirming the change.

Note a change of body corporate name will only be accepted if the registered corporation's ACN is unchanged. If the ACN has changed a new Body Corporate Registration will need to be applied for with the applicable fee paid.

Change of director

To advise the change of director/s appointed to a registered corporation the following must be provided

- Copy of the ASIC record/s confirming the changes made
- Evidence of the identification for the new director/s (such as a copy of a passport or driver licence relevant to the change/s requested).

SECTION 2 – Registration holder details

Body corporate name (if applicable)

Surname

Given name/s

Registration number

SECTION 3 – Change of details

Please complete the new details section in the below table. Refer to **SECTION 1** for evidence required for specific changes.

Change required	New details
Name of individual/body corporate	
Business address (not PO Box)	
Postal address	
Contact number	
Email address	
Change of director	
Other details	

SECTION 4 – Declaration and consent

I hereby provide the above changes to my certificate of registration details under the *Design and Building Practitioners Act 2020* and certify that the details specified in this form and all attachments, are to the best of my knowledge, true and correct in every detail.

Under the *Privacy and Personal Information Protection Act 1998*, the registration holder/director

- authorises NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to my initial and ongoing eligibility to hold this registration
- acknowledges that information will be placed on a register open to the public in accordance with the *Design and Building Practitioners Act 2020*
- accepts that failure to supply information required as part of this application may extend the time taken to assess this application
- has a right to seek access to and correction of information supplied.

Making a false or misleading statement, giving false or misleading information, or producing false or misleading documents is a serious offence which may render you liable to prosecution for offences including under the *Crimes Act 1900* which may result in penalties including a fine or imprisonment.

Individual declaration must be signed by the individual registration holder.
Body corporate (company) declaration must be signed by a director.

Surname	Given name/s
<input type="text"/>	<input type="text"/>
Body corporate name (if applicable)	
<input type="text"/>	
Registration holder/director signature	Date (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>

Privacy Collection Notice

NSW Fair Trading, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PIIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by NSW Fair Trading and Service NSW will collect and hold personal information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. To process an application for notice of change of details of your registration in accordance with the *Design and Building Practitioners Act 2020*.
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW.
4. As required by legislation to record information on a public register, parts of which will be published online.

The consequence of not providing it is that your application may not be able to be determined. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence, registration or authority issued by NSW Fair Trading. We may also use it to administer/update our customer database, including to send you information that we consider important such as reminders to renew licences or registrations.

We will store and manage your personal information in accordance with provisions under the PIIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. [Our Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

Please see the [Fair Trading Privacy Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email brdprivacy@customerservice.nsw.gov.au.

For more information about how Service NSW handles personal information please visit www.service.nsw.gov.au/privacy-statement.

This document must not be relied on as legal advice. For more information refer to the relevant Act and Regulation which can be viewed or downloaded from www.legislation.nsw.gov.au