



Change of Address Details\ Replacement Licence Card Construction Practitioner Licence

CL4

Individual Partnership Company

1. Details to be changed

Change of address details Replacement licence card (Please provide a certified copy of photo identification)

Reason for replacement: Lost card Card destroyed Card stolen Other

2. Practitioner details

Organisation _____ ACN _____

Title _____ Surname _____

Given names _____ Date of birth ____ / ____ / ____

Residential address _____
State/Territory _____ Postcode _____

Postal address _____
State/Territory _____ Postcode _____

Business address _____
State/Territory _____ Postcode _____

Home phone _____ Business phone _____

Mobile phone _____ Facsimile _____

Email _____ Licence number _____

3. Declaration

I, (print name) declare that all the information contained and attached to this form is complete, accurate and true to the best of my knowledge. **I understand that there are severe penalties for providing false or misleading information.**

Signature _____ Date ____ / ____ / ____

4. Fees and charges

Replacement Licence Card Fee \$36.00

Please provide your name and address on the back of the cheque and make payable to the 'Receiver of Public Monies'.

Present this form:

IN PERSON present your cash, cheque money order or credit/debit card at the ACT Planning and Land Authority Shopfront, ground floor south, Dame Pattie Menzies House, 16 Challis Street, Dickson, ACT, (8:30 am to 4:30 pm Monday to Friday except public holidays).

BY FAX complete the credit card and payment details below then fax it to ACT Planning and Land Authority on fax number (02) 6207 1925.

BY MAIL enclose a cheque or money order or complete the credit card and payment details below then post it to: Licensing Unit, ACT Planning and Land Authority, GPO Box 1908, Canberra ACT 2601.

ENQUIRIES Please call (02) 6207 1923, facsimile (02) 6207 1925.

Please charge the amount of \$ to the: Mastercard Visa of:

Name of cardholder _____

Card number _____ Expiry date ____ / ____ / ____

Cardholder's signature _____ Date ____ / ____ / ____

Office use only	Fees	Date received	Licence no.
	App fee. _____	____ / ____ / ____	_____
	Lic. fee. _____	Receipt no. _____	Receiving officer _____
	Other _____	_____	_____

Privacy Information

The lawful authority for the collection of this information is the *Construction Occupations (Licensing) Act 2004*. The information may be disclosed to other Registration Authorities.

Your details will be entered into the Licensing Register of which some parts will be made available on the ACT Planning and Land Authority's website.

Construction Occupations (Licensing) Regulations 2004, sections 21, 22 and 23.

21. Change of register information

(1) The licensee must tell the registrar in writing of any change in a detail relating to the licensee that is recorded in the register.

(2) The notice must be given within 2 weeks after—

- (a) the day of the change to which it relates happened; or
- (b) the day the licensee became aware of the change.

22. Corporate licences

(1) This section applies if the licensee is a corporation.

(2) The licensee must tell the registrar in writing if a person becomes or stops being a director or nominee.

(3) The notice must be given to the registrar within 2 weeks after the day the person becomes or stops being a director or nominee.

23. Partnership licences

(1) This section applies if the licensee is a partnership.

(2) The partnership must tell the registrar in writing if a person becomes or stops being a partner or nominee.

(3) The notice must be given to the registrar within 2 weeks after the day the person becomes or stops being a partner or nominee.

PLEASE NOTE

If a company changes its ACN the company will need to apply for a new licence.

If a company director becomes or stops being a director of a company, the company will need to provide a Historical Company Extract.

If a partner becomes or stops being a partner of a partnership, the partner will need to provide a new Partnership Agreement.