



REFUND REQUEST FORM

REFUND No:

BRF:

Terms and Conditions: This form is to accompany any request for a refund of a BASIX certificate fee. The Department reserves the right to not refund amounts less than \$30. Refunds may be subject to an administration fee. The Department is not bound to provide a refund where in our opinion the rules of the scheme have not been complied with or you have not provided sufficient documentary evidence. All information below must be completed and relevant evidence provided to make this a valid application.

APPLICANT DETAILS (cheque will be made payable to name/company stated below)

Name:

Company:

Email:

Note: cheque will be made payable to company name if provided.

ADDRESS (refund will be sent to this address)

Address:

PROJECT DETAILS

Name of project:

Username:

Assessment tool:

Single-dwelling

Multi-dwelling

Alteration & addition

Certificate N°(s):

Date of issue:

Tax invoice N°:

Refund amount requested:

REASON FOR REFUND: (provide a brief reason for the refund)

SUPPORTING DOCUMENTS (attach copies if requested by the BASIX help desk)

BASIX Certificate(s)

BASIX tax invoice

Plans and other supporting information: (List attached documents requested by the BASIX help desk)

Send the completed form, together with required supporting documents to info@service.nsw.gov.au. To submit this form click on the Submit button below or attach it to an email. Alternatively send by mail to: GPO Box 39 Sydney NSW 2000.

DEPARTMENT USE ONLY

Approval: Yes No

Conditions/notes:

JIRA/Obj Ref:

Refund amount:

Assessed by:

Date:

Less admin fee:

Team Leader:

Date:

Approved:

Director, Approved: (under delegation)

Date:

Processed SAP:

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