

AUTHORISATION TO TRANSFER BASIX® PROJECT FILES

TRF N°:

The Department may, at its discretion, transfer a BASIX project file to another registered BASIX user.

To a request a transfer each party should complete the information below and the original file owner is to submit the completed application by email to info@service.nsw.gov.au

NOTE: The form must be completed by **both parties** in the sequence described to be valid. Users should allow up to three working days from receipt of completed form for the transfer to be completed.

Transfer is conditional on:

- Both parties agreeing to the transfer. The Department will transfer files in good faith on receipt by email of duly completed authorisation. The Department will not accept, be party to, or liable for, any consideration or conditions between the transferring parties.
- All versions of the project will be transferred. It is the responsibility of the original project owner to retain any records or copies of files should they need to do so.
- Transfers will not be made where, in the opinion of the Department there is unclear instruction or permission from both parties, the request is unreasonable or number of requests is excessive.

The information below must be completed by the requesting parties. Items marked * are mandatory.

STEP 1: Recipient to complete account details

A. RECIPIENT (New project file owner)

I request that the project files listed in Part B below be transferred to my user account:

BASIX User Name*:

Name*:

Phone:

Company (If applicable):

Email (must match BASIX user profile)*:

STEP 2: Project owner to complete Part B and C.

B. Details of BASIX Project file(s) to be transferred

Project Name* (NOTE 1):

Project address: * STREET:

SUBURB:

POSTCODE:

LOCAL GOVERNMENT AREA:

NOTE 1: Name must be exactly as shown in project portfolio. All project versions will be transferred.

C. TRANSFEREE (Current project file owner)

BASIX User Name*:

Name*:

Phone:

Company (If applicable):

Email (must match BASIX user profile)*:

By emailing this completed application to the BASIX I agree that the project file(s) listed above maybe transferred to the stated recipient.

STEP 3: Transferee (project owner) to send completed form to info@service.nsw.gov.au

In circumstances where the original project owner cannot be contacted for permission, such as a company that has ceased trading, transfer may not be feasible, however the help desk can be contacted to canvas options for facilitating a transfer.

The Department of Planning will contact the applicant if this application is approved or refused. If required, the Department may seek further information from the applicant.