



## Replacement of Licence / Registration Notification to the Commissioner for Consumer Affairs

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### Licence Registration Details

- |  |                          |
|--|--------------------------|
| Builder  | <input type="checkbox"/> |
| Plumber, Gas Fitter or Electrician             | <input type="checkbox"/> |
| Land Agent / Sales Representative / Auctioneer | <input type="checkbox"/> |
| Conveyancer                                    | <input type="checkbox"/> |
| Second-hand Vehicle Dealer                     | <input type="checkbox"/> |
| Security / Investigation Agent                 | <input type="checkbox"/> |
| Travel Agent                                   | <input type="checkbox"/> |

### Applicant's details

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Client ID number \_\_\_\_\_ Licence/Registration No: \_\_\_\_\_

Full Name \_\_\_\_\_

Residential Address/  
Registered Company  
Address \_\_\_\_\_ Post code: \_\_\_\_\_

Postal Address \_\_\_\_\_  
Post code: \_\_\_\_\_

Contact Details

Home telephone: \_\_\_\_\_

Work telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Facsimile: \_\_\_\_\_

### My licence / registration has been: (please tick ✓ )

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- |           |                          |
|-----------|--------------------------|
| Misplaced | <input type="checkbox"/> |
| Stolen    | <input type="checkbox"/> |
| Lost      | <input type="checkbox"/> |
| Destroyed | <input type="checkbox"/> |

## Statutory declaration

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I HEREBY REQUEST A REPLACEMENT LICENCE/REGISTRATION.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Replacement Fee: **\$22.90**

**Please note:** Making a false or misleading statement above is an offence under the relevant occupational licensing Act and can attract substantial penalties.

## Where to lodge this form

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### In person

Consumer and Business Services  
Licensing & Registration  
Level 3 Chesser House  
91-97 Grenfell Street  
ADELAIDE SA 5000

Any Regional Service SA Centre:  
Phone 13 23 24 for Service SA Locations

### Post

Consumer and Business Services  
Licensing & Registration  
GPO Box 1719  
ADELAIDE SA 5001

### Telephone

Builders Licensing: 131 882  
Commercial Licensing: 131 882  
Plumbers, Gas Fitters & Electricians: 131 882  
Translating and Interpreting Service (TIS)  
Telephone 131 450

### The Act and Regulations can be obtained from:

Service SA Government Legislation Outlet  
108 North Terrace  
Adelaide SA 5000  
Telephone 13 23 24  
or download from [www.legislation.sa.gov.au](http://www.legislation.sa.gov.au)

### Visit us on the web

[www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

## Payment of fees

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Payment of fees can be made by:

- cash (in person only)
- money order
- cheque, or
- credit card (Visa, Mastercard accepted).

EFTPOS facilities are available at our Adelaide office only.

All fees are payable to the Commissioner for Consumer Affairs.

The **fee amount** applicable to your application should appear under the Statutory Declaration section of this application form. If this is not the case, please contact us at our Adelaide Office for further assistance.

### Cheque or Money Order Payments

I hereby enclose my cheque or money order (*circle whichever is applicable*) made out to the Commissioner for Consumer Affairs for the amount of \$\_\_\_\_\_.

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### Credit Card Payments

I hereby authorise the Commissioner for Consumer Affairs to debit my **Visa** or **Mastercard** (*circle whichever is applicable*) for the amount of \$\_\_\_\_\_.




 / 

*Credit card number*

*Expiry date*

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*Card holder's name*

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*Card holder's signature*

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*Date*

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*Card holder's contact number:*

**Client ID:**

**Licence Number:**