



Replacement Licence Registration

Notification to the Commissioner for Consumer Affairs

Licence Registration Details

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

Applicant's details

Client ID number _____ Licence/Registration No: _____

Full Name _____

Residential Address/
Registered Company
Address _____ Post code: _____

Address for Service _____
Post code: _____

Contact Details

Home telephone: _____

Work telephone: _____

Mobile: _____

Facsimile: _____

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

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

Statutory declaration

I HEREBY REQUEST A REPLACEMENT LICENCE/REGISTRATION.

Signature _____

Date: _____

Replacement Fee: \$20.70

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

In person:

Business and Occupational Services
Office of Consumer and Business Affairs
Level 3 Chesser House
91-97 Grenfell Street
ADELAIDE SA 5000

Service SA customer service centres in:

- Berri
- Gawler
- Kadina
- Mount Gambier
- Murray Bridge
- Naracoorte
- Port Augusta
- Port Pirie
- Port Lincoln
- Whyalla

Post:

Business and Occupational Services
Office of Consumer and Business Affairs
GPO Box 1719
ADELAIDE SA 5001

Telephone:

Builders Licensing: (08) 8204 9644
Commercial Licensing: (08) 8204 9686
Plumbers, Gas Fitters & Electricians: (08) 8204 9696

SA country callers 131 882
Translating and Interpreting Service (TIS)
Telephone 131 450

The Act and Regulations can be obtained from:

Service SA Government Legislation + Outlet
101 Grenfell Street
Adelaide SA 5000
Telephone 13 23 24

Or download from the Parliamentary website:

www.parliament.sa.gov.au

Visit us on the web

www.ocba.sa.gov.au

Payment of fees

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 on the first page 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 \$_____.

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

Card holder's name

Card holder's signature

Date

Card holder's contact number:

Client ID:

Licence Number: