

PO Box 972
Parramatta NSW 2124
Tel 13 32 20 Fax 02 9895 9956
ABN 81 913 830 179
www.fairtrading.nsw.gov.au



**Fair
Trading**

Receipt No:
Receipt Date:

Note: This is also a **Tax Invoice**.
Please retain this letter for future tax
purposes if required

Receipt Amount \$
Licence Number

Dear Licence Holder,

Please find attached your Contractor Licence card.

Your rights as a Contractor Licence holder are:

- You may contract and advertise to carry out work for which the licence has been issued;
- You have access to the NSW Civil and Administrative Tribunal to resolve disputes with licensed contractors, suppliers, manufacturers and consumers.

Your statutory responsibilities as a Contractor Licence Holder are:

- All work where the reasonable market value of the combined labour and material costs exceed \$5,000 must have a written contract;
- All contracts must show the names of the contractor and the consumer and must include the licence holder's name, licence number, contract price, plans and specifications (where applicable) and relevant warranties required by the *Home Building Act 1989*. You can download a contract for free from the Fair Trading website;
- You are not permitted to request a deposit for more than 10% of the contract price.



PLEASE SEE OVER FOR MORE IMPORTANT INFORMATION
A division of Department of Finance & Services