Appendix 5

https://www.citb.co.uk/levy-grants-and-funding/citb-levy/levy-assessment-registration-review-and-how-to-appeal/levy-registration-review/

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Levy registration review

Only complete this form if you are an employer but believe that your business is not wholly or mainly engaged in construction industry activities.

If your business is not an employer, please do not complete this form but notify us by email at levy.grant@citb.co.uk.

For the purpose of CITB Levy registration, an employer is any business that has direct PAYE employees, including directors in the case of a limited company, and/or main contractors/subcontractors be they individuals, firms or limited companies and regardless of whether they are engaged on a labour-only basis or supply and fix basis or whether they are net paid or gross paid.

Please read the Explanatory Notes below before completing the form.

Please be aware that in accordance with s6(6) of the Industrial Training Act 1982, if you knowingly or recklessly give false information, you may be fined, go to prison, or both. We also reserve the right to verify any information provided.

Explanatory notes

- Why do we need this information about your business?
- Is my business an employer?
- Is my business wholly or mainly engaged in construction industry activities?

Levy registration review form

Section 1 - Your details

* First name
First name

* Last name
Last name

Business name

Please enter your full business title

CITB Levy registration number

* Address line 1
Address line 1

Address line 2
Address line 2

* Town or city
Town or city

* Postcode
Postcode

* Telephone number
Telephone number

Mobile number
Mobile

If different from telephone number

* Email address
Email address

Section 2 - Business details

* Business type
- Sole Trader or Partnership
- Limited, PLC or LLP

Company number

Please enter your Companies House registration number (if applicable)

Business website

Please enter the address of your business website if applicable

* Business main activities

Please describe in detail the main activities carried out by the employees (including any sub-contractors/directors/apprentices of your business)

* Do you have PAYE employees and/or working directors?
- Yes
- No

If yes, how many PAYE employees do you have?

* Does your business use sub-contractors?
- Yes
- No

If yes, how many sub-contractors?

How many sub-contractors do you use on average in a typical year.

* Does your business have any apprentices?
- Yes
- No

If yes, how many apprentices?