

BASIX Certificate Transfer Form

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

To request a transfer, each party should complete the information below. The original file owner must submit the completed application by email to basix@planning.nsw.gov.au

To be valid, the form must be completed by both parties in the sequence described. Users should allow up to 3 working days from receipt of completed form for the transfer to be completed.

Transfer is subject to the following conditions:

- Both parties must agree to the transfer. The department will transfer files on receipt of written confirmation that both parties agree to the transfer, and 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 username:*

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* (see Note 1):

BASIX certificate number:*

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. Put "(All)" if all the projects from the current file owner are to be transferred to the new owner.

C. Transferee (current project file owner)

BASIX username:*

Name:*

Phone:

Company (if applicable):

Email (must match BASIX user profile):*

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

Step 3: Transferee (project owner) to send completed form to basix@planning.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. The help desk can be contacted to discuss options for facilitating a transfer.

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

Privacy Statement: The personal information you provide in this form will be treated in accordance with the *Privacy and Personal Information Protection Act 1998*, under which you have rights of access and correction. The information provided on this form will be used to determine whether or not you are eligible to rely on previous versions of the BASIX assessment tool. For full privacy details relating to this application, refer to the department's privacy statement at www.planning.nsw.gov.au.

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