



## Notification by Employer of Benefits Taken Under the *Long Service Leave Act 1981 (NT)* by an Employee

E: [info@ntbuild.com.au](mailto:info@ntbuild.com.au) W: [ntbuild.com.au](http://ntbuild.com.au) P: 1300 795 855 A: Unit 32-33, 12 Charlton Court, Woolner

For help completing this form email [info@ntbuild.com.au](mailto:info@ntbuild.com.au)

**Privacy** – Information on this form is collected under the *Information Act 2002 (NT)*. Before completing this form, you must read the NT Build privacy statement available at <https://ntbuild.com.au/information-privacy>

### Worker's details

Registration number (if known)	<input type="text"/>	Surname	<input type="text"/>
Date of birth	<input type="text"/>	Given names	<input type="text"/>
Current residential address	<input type="text"/>		<input type="text"/>
			State                      Postcode
Email	<input type="text"/>	Contact phone number	<input type="text"/>

### Employers details

Employer Registration (if known)	<input type="text"/>	Employer Name	<input type="text"/>
Contact person for enquiries	<input type="text"/>	Contact phone number	<input type="text"/>
Email	<input type="text"/>		
Worker commenced date	<input type="text"/>	How much long service has this worker accrued under your business?	<input type="text"/>

Is this worker still employed with your business?

Yes  Provide the following:

Date worker commenced long service leave	<input type="text"/>	Number of LSL days taken by worker	<input type="text"/> days
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No  Provide the following:

Employment cease date	<input type="text"/>
Amount of LSL days paid to the worker on ceasing employment	<input type="text"/> days
How many LSL days have been paid overall since the worker commenced employment	<input type="text"/> days

### Employees declaration

#### I declare and acknowledge that:

- The information provided on this form is true and correct in every detail.
- I will notify NT Build in writing and provide full details if there is a change.
- NT Build may refuse this application if the information provided is incomplete, false or misleading. An authorised officer may request further information to be provided.
- It is an offence to make a declaration that is false in any material particular.
- I have read and agree to the NT Build privacy statement available at <https://ntbuild.com.au/information-privacy-access/>

**Applicant's signature**

Date

**Return this form and all supporting documents:**

- by email to: [info@ntbuild.com.au](mailto:info@ntbuild.com.au), or
- by post to: NT Build PO Box 36644, Winnellie NT 0821
- by office: Unit 32-33, 12 Charlton Court, Woolner  
Business Hours  
Monday to Friday (excluding Public Holidays)  
8:00am - 4:30pm