



Nutts Corner Training Centre
 17 Dundrod Road
 Crumlin
 Co Antrim
 BT29 4SR
 Tel 028 9082 5466
 Fax 028 9082 5693
 Email levy@citbni.org.uk
www.citbni.org.uk

Established under the Industrial Training (Northern Ireland) Order 1984

Period 45

Reg No

CITB would encourage you to complete your Return online at www.citbni.org.uk

2009 ANNUAL RETURN

Levy Rate for 2009/10 - 0.65% - Levy threshold for 2009/10 is £80,000

This form should be returned not later than

Part 1 Main Activity

Please put an 'M' in the relevant box to indicate your main business activity. If you carry out more than one business activity you should enter 'S' beside your secondary activities. Your business will be recorded under the main activity but you will be able to avail of CITB training services for both your main and secondary activities.

See Guidance Note 1 enclosed	M/S	M/S
Air-conditioning/Refrigeration		Piling
Bricklaying		Plant Hire Non Operated
Building Contracting		Plant Hire Operated
Building Maintenance		Plastering Fibrous
Cavity Wall Insulation		Plastering Solid
Ceiling Fixing		Plumbing
Chimney Engineering		Portable Building Manufacturing
Civil Engineering Contracting		Road Marking
Core Drilling		Road Surfacing
Curtain Walling		Roof Sheeting & Cladding
Damp Proofing		Roof Slating & Tiling
Demolition		Roof Truss Manufacturing
Dry Lining		Roofing Waterproof Membranes
Fencing		Scaffolding
Fire Protection		Shopfitting
Flooring		Shuttering
Gas Installation		Steel Erecting
Glazing		Steel Fixing
Groundworks		Steeplejacking/Lightning Conducting Installation
Heating & Ventilating		Stone Cleaning
House Building		Stonemasonry
Joinery Manufacturing		Structural Steel Fabrication
Joinery Sitefixing		Thatching
Land Drilling		Thermal Installation
Landscaping		Timber Frame Manufacturing
Leadworking		Timber Window Manufacturing
Mastic Asphaltting		Utilities Installation
Metal Window Manufacturing		Wall & Floor Tiling
Painting & Decorating		Window & Conservatory Installation
Partitioning		Miscellaneous

If your main activity does not fall within any of the foregoing descriptions, please describe.

Part 2**Your Details**

If any of the pre-printed details below are incorrect or missing please supply updated details in the relevant spaces provided in the right-hand column.

Trading Name: _____	Trading Name: _____
Business Address: _____ _____	Business Address: _____ _____
Postcode: _____	Postcode: _____
Telephone: _____	Telephone: _____
Mobile: _____	Mobile: _____
Fax: _____	Fax: _____
Email: _____	Email: _____
Internal Contacts	Internal Contacts
Directors: _____	Directors: _____
Sole Trader/Partner Names: _____	Sole Trader/Partner Names: _____
Financial Contact*: _____	Financial Contact*: _____
Training Contact*: _____	Training Contact*: _____

* Staff member nominated as (if applicable)

Part 3**Member of Employer Organisation**

Please indicate if the business is a member of an employer organisation. **See Guidance Note 3**

Part 4**Establishment Details**

DO YOU HAVE MORE THAN ONE ESTABLISHMENT?

YES NO See Guidance Note 4

If you have answered YES please list below the names and addresses of other establishments **NOT** covered by this return.

Part 5 Current Year Option

The levy assessment will be based on the tax year to 5th April 2009 but you have the option of having the assessment based on the current tax year to 5th April 2010. You should only take the option if the level of payments to employees or subcontractors is decreasing or 2009/2010 is your first year of trade. **Notification of this election must be received not later than 14th September 2009, unless it is your first year of trade. Late applications will be refused.** Once you have elected to take the option you cannot change your mind.

See Guidance Note 5

I elect to have the levy assessment based on the current 2009/10 tax year

If you commenced trading after 5th April 2009, please insert date

Please note: Those electing to take the option cannot avail of the direct debit scheme.

Please ensure you also complete Parts 1, 2, 3, 4, 6, 8, 9 & 11.

Part 6 Number of Employees on PAYE

Please enter the average number of employees directly employed by you during the tax year ended 5th April 2009

Part 7 Payments

Do not complete this section if you have completed Part 5

TOTAL EMOLUMENTS MADE TO ALL THOSE DIRECTLY EMPLOYED ON PAYROLL

Enter total emoluments to employees including working directors (inclusive of bonus) for the tax year ended 5th April 2009. £

See Guidance Notes 7(i) & 7(iii)

The figure required is the **GROSS** (before tax) amount assessable under Schedule E (other than pensions) from which tax is deductible. If none enter NIL in the box. Only include emoluments for work in Northern Ireland.

TOTAL EMOLUMENTS MADE TO SELF-EMPLOYED LABOUR ONLY SUBCONTRACTORS

Enter the total **GROSS** (before tax) labour only emoluments made by you to self-employed labour only subcontractors, for the tax year ended 5th April 2009. Do not include emoluments to labour only subcontractors who are themselves levy payers. £

See Guidance Notes 7(ii) & 7(iii)

If none enter NIL in the box. Only include emoluments for work in Northern Ireland

Please also complete Parts 1, 2, 3, 4, 6, 7, 8, 9 & 11

Part 8 Accountant Details

Accountant's Trading Name: _____
Contact: _____
Address: _____

Telephone: _____
Fax: _____

Does your accountant maintain your PAYE records? YES NO

Part 9 Direct Debit

Do you wish to pay by Direct Debit? YES NO

See Guidance Notes for eligibility Part 9

Part 10**Registration**

Please use this section of the form to advise us of employers such as subcontractors within the construction industry who you feel should be registered and who do not currently appear in the enclosed Alphabetical Listing. Please supply full names and addresses. If you engage labour only subcontractors who are not levy payers you are liable to pay a levy on all emoluments made to them. **Please remember, levy is only payable if emoluments paid for work in Northern Ireland amount to £80,000 or more in the relevant year.**

Please note that by completing this section, you are giving your consent for CITB to use this information.

Part 11**Declaration**

Please check that you have completed all the appropriate parts of the form. The form should be signed below either by an owner/manager, partner, director, company secretary or other responsible person of the business.

A credit reference agency may be contacted to check information given in this application.

Please note that for the purposes of research only, CITB NI on occasion and where appropriate, will share the contact details gathered in the levy form (excluding financial details) with its ConstructionSkills partners and construction related Sector Skills Councils, with whom CITB NI works in partnership.

YOU MAY BE PROSECUTED UNDER THE INDUSTRIAL TRAINING (Northern Ireland) ORDER 1984 IF YOU:

- Fail to comply with the requirement to complete and return this form to CITB
- Knowingly or recklessly give materially false information

To the best of my knowledge and belief the particulars given in this return are correct and complete.

Signature		Print Name	
Position in Business		Date	

This section is provided for your own use e.g. as a working sheet or to make comments or suggestions.