



NORTHERN IRELAND

Construction Industry Training Board trading as CITB-ConstructionSkills NI

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Established Under the Industrial Training (Construction Board) Order (Northern Ireland) 1964

Period 47

[Large empty rectangular box for registration details]

Registration Number/User Name*

Password*

*required for online applications

CITB-ConstructionSkills NI would encourage you to complete your Return online at www.citbcsni.org.uk

2011 ANNUAL RETURN FORM

Levy Rate for 2011/12 - 0.6% - Levy threshold for 2011/12 is £80,000

This form should be returned not later than

[Empty box for return deadline]

Part 1

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. CITB-ConstructionSkills NI would like to communicate more by means of text and email therefore I would request that you complete both of these sections, if at all possible. See Guidance Note 1.

Table with 2 columns for contact details: Trading Name, Business Address, Postcode, Telephone, Mobile, Fax, Email.

Please complete:

Table for internal contacts: Internal Contacts, Directors, Sole Trader/Partner Names, Financial Contact*, Training Contact*.

* Staff member nominated (if applicable)

Part 2**Establishment Details**

i.e. a construction operation which is based in Northern Ireland for a period of 27 or more weeks in the relevant tax year. **See Guidance Note 2**

Do you have more than one establishment, construction or non construction related?

YES

NO

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

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Part 3**Main Activity**

See Guidance Note 3

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-ConstructionSkills NI 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		Property Developer	
Core Drilling		Road Marking	
Curtain Walling		Road Surfacing	
Damp Proofing		Roof Sheeting & Cladding	
Demolition		Roof Slating & Tiling	
Dry Lining		Roof Truss Manufacturing	
Fencing		Roofing Waterproof Membranes	
Fire Protection		Scaffolding	
Flooring		Shopfitting	
Gas Installation		Shuttering	
Glazing		Steel Erecting	
Groundworks		Steel Fixing	
Heating & Ventilating		Steeplejacking/Lightning Conducting Installation	
House Building		Stone Cleaning	
Joinery Manufacturing		Stonemasonry	
Joinery Sitefixing		Structural Steel Fabrication	
Land Drilling		Thatching	
Landscaping		Thermal Installation	
Leadworking		Timber Frame Manufacturing	
Mastic Asphaltting		Timber Window Manufacturing	
Metal Window Manufacturing		Utilities Installation	
Painting & Decorating		Wall & Floor Tiling	
Partitioning		Window & Conservatory Installation	

If your business activity does not fall within any of the foregoing descriptions, please describe:

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Part 4**Member of an Employer Organisation**

See Guidance Note 4

Please indicate if the business is a member of **any** employer organisation.

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Part 5**Current Year Option**

See Guidance Note 5

The levy assessment will be based on the tax year to 5th April 2011 but you have the option of having the assessment based on the current tax year to 5th April 2012. You should only take the option if the level of payments to employees or subcontractors is decreasing or 2011/2012 is your first year of trade.

Notification of this election must be received not later than 5.00pm on 31 August 2011, unless it is your first year of trade. Late applications will be refused without exception. Once you have elected to take the option, you cannot change your mind.

I elect to have the levy assessment based on the current 2011/12 tax year Please tick

If you commenced trading after 5th April 2011, please insert date

Please note: Those electing to take the option cannot avail of the Direct Debit Scheme to pay their levy assessment.

Part 6**Number of Employees on PAYE**

See Guidance Note 6

Please enter the average number of employees directly employed by you during the tax year ended 5th April 2011

Part 7**Payments**

See Guidance Note 7

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 all employees including working directors (inclusive of bonus) for the tax year ended 5th April 2011

£

The figure required is the **GROSS** (before tax) amount assessable under Schedule E of the Income Tax (Earnings and Pensions) Act 2003 (b) (other than pensions) from which tax is deductible. If none enter NIL in the box. **Only include emoluments for work in Northern Ireland.**

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

TOTAL EMOLUMENTS MADE TO SELF-EMPLOYED LABOUR ONLY SUBCONTRACTORS

Enter the total GROSS (before tax) labour only emoluments made by your business to self-employed labour only subcontractors, for the tax year ended 5th April 2011. Do not include emoluments to labour only subcontractors who are themselves levy payers.

£

If none enter NIL in the box.

Only include emoluments for work in Northern Ireland.

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

Part 8**Accountant Details**

See Guidance Note 8

Accountant's Trading Name	
Contact :	
Address:	
Telephone:	Fax:

Does your accountant maintain your PAYE records? **YES** **NO**

Part 9**Direct Debit**

See Guidance Note 9 for eligibility

Do you wish to pay your levy assessment by Direct Debit? **YES** **NO**

Additional grant support is available when you claim your grant online and pay your levy either by Direct Debit/BACs or Standing Order.

Part 10**Registration****See Guidance Note 10**

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-ConstructionSkills NI to use this information.

Part 11**Declaration****See Guidance Note 11**

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 work, CITB-ConstructionSkills 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-ConstructionSkills 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-ConstructionSkills NI**
- **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

Definitions:

“Emoluments” are gross wages paid in the relevant tax year to PAYE and subcontractors.

“Gross” before tax deductions.

“Working Directors” are directors who make executive decisions in the Board Room, take an active part in decision making and are involved in the day to day running of the business.

“Construction Establishment” is a construction activity which is operating in Northern Ireland for a period of 27 or more weeks in the tax year ended April 2011.

“Supply and Fit Contractors” CITB-ConstructionSkills NI determine a supply and fit contractor to be a contractor who supplies materials representing 10% or more of the value of the contract. Please note if this is the case you should not include any of the payment i.e. materials or labour, in your calculations when completing your Annual Return form.

“Main Activity” is the activity which you would spend most time involved in.

“Secondary Activity” is an activity which you would be involved in frequently but would not take up the majority of your time.