

**9. Project owner to maintain records**

- (1) Subject to subregulation (2), a person shall keep the following records in relation to construction work for which he or she is the project owner for a period of 5 years from the commencement of that work —
  - (a) a copy of all forms submitted to or received from the Board or a collection agency relating to the payment or refund of levy;
  - (b) the date on which the construction work commenced;
  - (c) the value of the construction work;
  - (d) the site address of the construction work; and
  - (e) brief details describing the type of construction work.
- (2) The Board may, in writing, exempt a project owner from keeping any records referred to in subregulation (1), either in general or in relation to specific construction work, for the period of time specified in the exemption.

Penalty: \$1 000.

*[Regulation 9 amended in Gazette 16 August 1991 p.4279.]*