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STATUTORY RULES OF NORTHERN IRELAND

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**2003 No. 336**

**Industrial Training Levy (Construction Industry) Order (Northern Ireland) 2003**

**Citation, commencement and interpretation**

1.—(1) This Order may be cited as the Industrial Training Levy (Construction Industry) Order (Northern Ireland) 2003 and shall come into operation on 31st August 2003.

(2) In this Order –

“assessment” means an assessment of an employer to the levy;

“business” means any activities of industry or commerce;

“Construction Board Order” means the Industrial Training (Construction Board) Order (Northern Ireland) 1964(1);

“construction establishment” means an establishment in Northern Ireland engaged wholly or mainly in the construction industry for a total of twenty-seven or more weeks in the thirty-ninth base period, or being an establishment that commenced to carry out business in the thirty-ninth base period, for a total number of weeks exceeding one half of the number of weeks in the part of the said period commencing with the day on which business was commenced and ending on the last day thereof; or where an election is made, in any part of the alternative thirty-ninth base period;

“election” means an election made in accordance with the provisions of Article 2(4), by an employer to pay the levy in respect of the relevant earnings of persons employed at or from a construction establishment during the alternative thirty-ninth base period;

“construction industry” means any one or more of the activities which, subject to the provisions of paragraph 2 of Schedule 1 to the Construction Board Order are specified in paragraph 1 of that Schedule as the activities of the construction industry;

“earnings” in relation to the thirty-ninth base period means all emoluments assessable to income tax under Schedule E of the Income & Corporation Taxes Act 1988(2) (other than pensions), being emoluments from which tax under that Schedule is deductible, whether or not tax in fact falls to be deducted from any particular payment thereof; and all other payments made under a contract for service or otherwise than under a contract; and in relation to the alternative thirty-ninth base period means earnings as defined in Section 62 of the Income Tax (Earnings and Pensions) Act 2003(3) which are chargeable to tax under Part 2 of that Act;

“employer” means a person who is an employer in the construction industry at any time in the thirty-ninth levy period;

“levy” means the levy imposed by the Board in respect of the thirty-ninth levy period;

“notice” means a notice in writing;

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(1) S.R. & O. (N.I.) 1964 No. 145 as amended by S.R. & O. (N.I.) 1967 No. 236, S.R. 1994 No. 312 and S.R. 1997 No. 45  
(2) See Section 19 Income and Corporation Taxes Act 1988 c. 1 as amended by Section 36 of the Finance Act 1989 c. 26, paragraph 5 of Schedule 7 to the Finance Act 1996 c. 8, and Sections 63, 165 and Part III of Schedule 27 to the Finance Act 1998 c. 36  
(3) Income Tax (Earnings and Pensions) Act 2003 c. 1

“thirty-ninth base period” means the year that commenced on 6th April 2002 and the “alternative thirty-ninth base period” means the year commencing on 6th April 2003; and “thirty-ninth levy period” means the year commencing on 1st September 2003.

(3) Any reference in this Order to an establishment that commences to carry on business or that ceases to carry on business shall not be taken to apply where the location of the establishment is changed but its business is continued wholly or mainly at or from the new location, or where the suspension of activities is of a temporary or seasonal nature.

### **Imposition and assessment of the levy for the thirty-ninth levy period**

2.—(1) The levy to be imposed on employers shall be assessed in accordance with the provisions of this Article.

(2) The levy shall be assessed by the Board separately in respect of each construction establishment of an employer, but in agreement with the employer one assessment may be made in respect of any number of such establishments in which case those establishments shall be deemed for the purposes of that assessment to constitute one establishment.

(3) Subject to the provisions of this Article, the amount of the levy imposed on an employer in respect of a construction establishment shall be equal to 0.75 per cent. of the relevant earnings paid and payable to or in respect of all persons employed by the employer at or from that establishment -

- (a) in the thirty-ninth base period; or
- (b) where an election is made in accordance with the provisions of paragraph (4) in the alternative thirty-ninth base period,

and no remission of the levy shall be given to an employer.

(4) An election shall be made in writing and shall be in such form and made within such period as the Board may with the approval of the Department determine.

(5) There shall be exempt from the levy:

- (a) an employer in relation to whom the relevant earnings paid or payable to or in respect of all persons in his employment in the thirty-ninth base period are less than £15,000 or in the case of two or more construction establishments where the relevant earnings of all the persons employed in all such establishments are less than £15,000; or
- (b) an employer who has made an election in accordance with the provisions of paragraph (4) in relation to whom the relevant earnings paid or payable to or in respect of all persons in his employment in the alternative thirty-ninth base period are less than £15,000 or in the case of two or more construction establishments where the relevant earnings of all the persons employed in all such establishments are less than £15,000.

(6) The amount of the levy imposed in respect of a construction establishment that ceases to carry on business in the thirty-ninth levy period shall be in the same proportion to the amount that would otherwise be due under paragraph (3) as the number of days between the commencement of the said levy period and the date of cessation of business (both dates inclusive) bears to the number of days in the said levy period.

(7) In reckoning the amount of the relevant earnings for the purposes of this Article no regard shall be had to the earnings of any person engaged wholly in the supply of food or drink for immediate consumption.

### **Assessment notices**

3.—(1) The Board shall serve an assessment notice on every employer assessed to the levy but one notice may comprise two or more assessments.

(2) Where an election has been made, the Board may serve two or more assessment notices in respect of any establishment but –

- (a) the interval between such assessment notices shall be not less than four months; and
- (b) the amount of the assessment included in each such notice shall not exceed the portion of the levy which has accrued at the date of the notice, and each notice shall specify the period to which the assessment included therein relates.

(3) The amount of any assessment payable under an assessment notice shall be rounded down to the nearest £1.

(4) An assessment notice shall state the Board's address for the service of a notice of appeal or of an application for an extension of time for appealing.

(5) An assessment notice may be served on the person assessed to the levy either by delivering it to him personally or by leaving it, or sending it to him by post, at his last known address or place of business in the United Kingdom, or, if that person is a corporation, by leaving it, or sending it by post to the corporation, at such address or place of business or at its registered or principal office.

#### **Payment of the levy**

4.—(1) Subject to the provisions of this Article and of Articles 5 and 6 the amount of each assessment appearing in an assessment notice served by the Board shall be due and payable to the Board in two instalments and the said instalments shall be due respectively on 1st October 2003 and 1st February 2004.

(2) Where an election has been made the amount of the assessment appearing in each assessment notice shall be payable to the Board in one instalment due one month after the date of the notice.

(3) An instalment of an assessment shall not be recoverable by the Board until there has expired the time allowed for appealing against the assessment by Article 6(1) and any further period of time that the Board or an industrial tribunal may have allowed for appealing under Article 6(2) or (3) or, where an appeal is brought, until the appeal is decided or withdrawn.

#### **Withdrawal of assessment**

5.—(1) The Board may, by a notice served on the person assessed to the levy in the same manner as an assessment notice, withdraw an assessment if that person has appealed against that assessment under the provisions of Article 6 and the appeal has not been entered in the Register of Appeals kept under the regulations specified in Article 6(5).

(2) The withdrawal of an assessment shall be without prejudice to the power of the Board to serve a further assessment notice in respect of any establishment to which that assessment related and where the withdrawal is made by reason of the fact that an establishment has ceased to carry on business in the thirty-ninth levy period, the said notice may provide that the whole amount payable thereunder shall be due one month after the date of the notice.

#### **Appeals**

6.—(1) A person assessed to the levy may appeal to an industrial tribunal against the assessment within one month from the date of the service of the assessment notice or within any further period of time that may be allowed by the Board or an industrial tribunal under the following provisions of the Article.

(2) The Board for good cause may, by notice, extend the time within which an appeal may be made by such further period as the Board may allow in any case where an application for such extension is made within a period of four months from the date of the service of the relevant notice of assessment or, where an extension has already been granted, before the period of such extension has expired.

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**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

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(3) If the Board shall not allow an application for extension of time for appealing, an industrial tribunal shall, upon application to the tribunal by the person assessed to the levy within the period of fourteen days from the date of receipt of the decision of the Board refusing such an application, have the like powers as the Board under paragraph (2).

(4) In the case of an establishment that ceases to carry on business in the thirty-ninth levy period on any day after the date of the service of the relevant assessment notice the foregoing provisions of this Article shall have effect as if for the period of four months from the date of this service of the assessment notice mentioned in paragraph (2) there were substituted the period of six months from the date of the cessation of business.

(5) An application to an industrial tribunal under this Article shall be made in accordance with the Industrial Tribunals (Constitution and Rules of Procedure) Regulations (Northern Ireland) 1996(4).

### **Evidence**

7. Upon the discharge by a person assessed to the levy of his liability under an assessment the Board shall if so requested issue to him a certificate to that effect.

Sealed with the Official Seal of the Department for Employment and Learning on 4th July 2003.

L.S.

*T. Scott*  
A senior officer of the  
Department for Employment and Learning

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(4) [S.R. 1996 No. 173](#), as amended by [S.R. 1996 No. 466](#) and [S.R. 2000 No. 261](#)