icare hbcf

builder project completion advice

* denotes mandatory fields

- This form is **NOT** to be used in the case of contractual disputes or termination of contract before the practical completion of the project. In such cases please contact your Broker Distributor for assistance.
- References in this form to '**builder**' & '**building work**' include and apply to work undertaken by **trade contractors** and other **building contractors** such as electricians, plumbers, carpenters, swimming pool builders etc.

Builder Details

Name* (i.e. the legal name under which you contract and as shown on your Contractor Licence)

Licence No* **Business Phone No.** **Mobile No.** **Email** (preferred)

At least one form of contact is mandatory.

Homeowner/ Developer Details

Name/s*

Phone **Mobile** **Email** (preferred)

At least one form of contact is mandatory.

HBCF Insurance Policy and Building Contract Details

Insurance Policy No.* **Final Contract Amount (Incl. Variations)*** **Date of practical completion (see below)***

Site Address as Shown on Certificate of Insurance/ Statement of Cover

Address *

Suburb / Town * **State** NSW **Postcode**

Current Street Address (if different to above)

Often for construction work in new developments, the address of the site will only be known by a lot and plan number. On completion, the street address may be known. A correct site address is important in order to be able to identify a property on the online hbcf Certificates Register.

Address *

Suburb / Town * **State** NSW **Postcode**

Builder Declaration

I confirm that the project has reached a state of practical completion and that:

- The work is complete except for any omissions or defects that do not prevent the work from being reasonably capable of being used for its intended purpose;
- The final invoice for monies due under the building contract has been issued to the homeowner/developer (where the work was undertaken under a building contract); and
- I/we authorise **hbcf** to advise the homeowner/developer that practical completion of the project under the *Home Building Act 1989* has been reached.

Name * **Capacity/Position** *

Signature * **Date** *

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