

* 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

Postcode

NSW

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

Postcode

NSW

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 *