

## HBCF Project application - All work excluding multiple dwelling projects

\*Required fields are indicated by an asterisk

Use this form for:

- projects involving a single dwelling, including new construction and other alterations/additions and non-structural renovations.
- a new single dwelling with an additional secondary dwelling (granny flat).
- a non-strata duplex, dual occupancy, triplex and/or terrace (attached) construction.
- swimming pools.

Do not use this form for:

- new duplex, dual occupancy, triplex and/or terrace (attached) construction that will be strata/community titled. Use the multi-dwelling project application form instead.
- multiple dwelling projects.
- Please submit this application form to your nominated distributor to help you to complete it.
- References in this form to builder and building work include trade and other building contractors/work.
- You must complete all fields marked with an asterisk (\*).

HBCF recommends using the most recent version of Adobe Acrobat when viewing or completing this form. You can complete this form online in the Builder Self Service Portal (BSSP). Contact your broker for details.

### 1. Builder details

Builder's name *(the legal name under which you contract and as shown on your builder's licence)\**

ABN\*

Licence number\*

Licence expiry date *(DD/MM/YYYY)\**

Registered business name

Business address *(not PO Box address)\**

Suburb/town\*

State\*

Postcode\*

Telephone

Mobile

Email\* *(this is the preferred form of contact)*

Is this Project Application arising from an HBCF claim?\*

No

Yes

If Yes, enter the claim number

Does your builder's licence cover all work being contracted and included in this application?\*

No  Yes

Visit NSW Fair Trading's website at [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au) to check whether the licence category shown on your licence covers the type of work being contracted. If you are not properly licensed for the work being contracted, or the licence is not current, we cannot issue HBC insurance cover.

Construction type\* *(select only one of the construction types below, from A to E. This should match the one you select in Section 8. Construction Type).*

A - New single dwelling construction

B - Single dwelling alterations/additions - structural

C - Single dwelling renovations - non-structural

D - New duplex, dual occupancy, triplex and/or terrace (attached) construction including a new single dwelling with a granny flat/secondary dwelling

E - Swimming pools

## 2. Owner/developer details (as per contract)

Please do not enter builder details.

Owner/developer *(name in full)\**

Registered business name

ABN\*

Address type\*

Billing  Home  Business  Other

Address\*

Suburb/town\*

State\*

Postcode\*

Telephone

Mobile

Owner/developer primary email address\*

Is it a speculative project? *(a project that the builder carries out for themselves on land that they own)\**

No  Yes

Is the owner of the land not the contracting party and/or is there any relationship (other than family) between the owner/developer and the builder?\*

No  Yes

Please select the related party interests:

Joint ventures  Land ownership  Common director  Shareholders

Please provide full details of the owner of the land

### 3. Site address

House no.*	House no. suffix	Unit no.	Address site name (e.g. property/estate)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building name		Street name/type*	
<input type="text"/>		<input type="text"/>	
Suburb/town*	State*	Postcode*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

### 4. Contract details

Builder's project number	Estimated start date (DD/MM/YYYY)*
<input type="text"/>	<input type="text"/>
Estimated completion date (DD/MM/YYYY)*	Date contract signed (actual/proposed) (DD/MM/YYYY)*
<input type="text"/>	<input type="text"/>

### 5. Contract details

Standard fixed price/lump sum contract

Speculative development including builder margin (excluding land value)

Cost plus contract: Budget including margin      Builder's percentage margin

Project management construction cost budget      Management fee

Contract price\* (if a separate contract price is required for a duplex, triplex, etc., please indicate amounts in Section 8 - Construction Type)

Is this an architect tendered project and/or will it be managed by an architect/designer?\*

No     Yes

If yes, name of architect/designer*	Telephone*	Builder's percentage margin*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are there any items of work to be completed or supplied by the owner?\*

No     Yes

If yes please provide details of the work to be completed or supplied by the owner\*

Provide the estimated value of the work to be completed or supplied by the owner\*

## 6. Construction description\*

Please provide a description of the building work to be undertaken\* (*this description will appear on the Certificate of Insurance*)

Number of storeys\*

Living area (*square metres*)

Garage/carport/verandah (*square metres*)\*




## 7. Funding and progress payment details\*

How will the project be funded?

Progress payment by owner  Progress payment by a construction finance lender

Settlement on completion  Other (*provide details*)

Are your progress payments consistent with your Industry Association's guidelines?\*

No  Yes

If no please provide details\*

I/we do not belong to an Industry Association

My Industry Association does not have any guidelines on progress payments

Other (*provide advise*)

Can you confirm that your scheduled progress payments do not exceed the value of work performed and the materials supplied under the contract to that stage?\*

No  Yes

If no please provide details\*

## 8. Construction type

Select only one of the construction types below (A-E). This must match the construction type you selected at the end of Section 1. Builder Details.

### A - New single dwelling construction

Addition/new - Granny flat\*

No  Yes

Basement/underground parking\*

No  Yes

Attic\*

No  Yes

Garage\*

No  Yes

Carport\*

No  Yes

Swimming pool\*

No  Yes

Internal floor covering\*

No  Yes

Transportable house\*

No  Yes

Kit home - Erect/construct\*

No  Yes

Landscaping

No  Yes

Kit home - Supply and erect/construct\*

No  Yes

**Base type\***

<input type="checkbox"/> Bearers and joists	<input type="checkbox"/> Concrete slab on ground
<input type="checkbox"/> Concrete slab on strip footings	<input type="checkbox"/> Pole construction
<input type="checkbox"/> Steel framed high set	<input type="checkbox"/> Other <input type="text"/>

**Wall construction type\***

<input type="checkbox"/> Brick/block veneer	<input type="checkbox"/> Solid masonry
<input type="checkbox"/> Timber boards/weatherboards	<input type="checkbox"/> Other <input type="text"/>

Site fall across the building envelope<sup>1\*</sup> (metres)

1 Site fall across the building envelope: This refers to the difference in level from the highest point on the envelope boundary to the lowest point on the envelope boundary. The envelope is the area occupied by the building.

**Services:**

Air conditioning*	Central heating*	Solar panels*	Elevator/escalator etc*
<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes

**B - Single dwelling alterations/additions - structural**

Addition - New storey*	Addition - New bathroom/WC* (insert number)	Addition - New bedroom* (insert number)
<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="text"/>	<input type="text"/>

Addition - New carport*	Addition - New garage*	Addition - New kitchen*	Addition - New laundry*
<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes

Addition - New living room* (insert number)	Addition - New screened enclosure, verandah, porch, deck etc*
<input type="text"/>	<input type="checkbox"/> No <input type="checkbox"/> Yes

Addition - New shed*	Addition - Other
<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="text"/>

Alterations - Attic conversion*	Alterations - Basement conversion*	Alterations - Existing bathroom/WC*	Alterations - Existing bedroom*
<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes

Alterations - Existing carport*	Alterations - Existing garage*	Alterations - Existing granny flat*	Alterations - Existing kitchen
<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes

Alterations - Existing laundry*	Alterations - Existing screened enclosure, verandah, porch, deck etc*	Alterations - Existing shed*	Alterations - House lifting/restumping*
<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes

Alterations - Underpinning/piering\*

No  Yes

Waterproofing - Internal\*

No  Yes

Waterproofing - External\*

No  Yes

Masonry fencing\*

No  Yes

Driveway/paving\*

No  Yes

Fire protection services installation\*

No  Yes

Retaining wall\*

No  Yes

Structural landscaping\*

No  Yes

Alterations - Other

**C - Single dwelling renovations - non structural**

Bathroom renovation\*

No  Yes

Kitchen renovation\*

No  Yes

Laundry renovation\*

No  Yes

Prefabricated patios\*

No  Yes

Prefabricated carports\*

No  Yes

Prefabricated garages\*

No  Yes

Prefabricated sheds\*

No  Yes

Fencing\*

No  Yes

Solar panel installation\*

No  Yes

Minor swimming pool repairs\*

No  Yes

Driveway/paving\*

No  Yes

Pergolas\*

No  Yes

Replacement of roof coverings\*

No  Yes

Timber decks\*

No  Yes

**Trade work involving:**

Bricklaying/stonemasonry\*

No  Yes

Carpentry/joinery\*

No  Yes

General concreting (excluding slabs)\*

No  Yes

Glazing\*

No  Yes

Painting and decorating\*

No  Yes

Roof plumbing (including metal roofing)\*

No  Yes

Roof slating/tiling\*

No  Yes

Wall and floor tiling\*

No  Yes

Plastering - Dry\*

No  Yes

Plastering - Wet\*

No  Yes

Plumbing/draining\*

No  Yes

Gasfitting\*

No  Yes

Electrical wiring/repairs\*

No  Yes

Air conditioning/heating\*

No  Yes

Other

**D – New primary dwelling & an additional secondary dwelling (granny flat), dual occupancy, triplex and/or terrace (attached) construction.**

Do not use this form if any of these construction types will be strata/community titled. Use the multi dwelling project application form instead.

Is separate price/value per dwelling required?\*

No  Yes

Total number of dwellings in project

Please indicate price for each dwelling (*please complete if separate price/value per dwelling required*)

House numbers

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Shared structural elements and services:**

Common walls\*

No  Yes

Common roofing\*

No  Yes

Common driveway/  
parking area\*

No  Yes

Shared garage/  
carport\*

No  Yes

Shared air conditioning  
system\*

No  Yes

Shared central heating  
system\*

No  Yes

Solar panels\*

No  Yes

Basement/  
underground parking\*

No  Yes

Other

**Base type\***

Bearers and joists

Concrete slab on ground

Concrete slab on strip footings

Pole construction

Steel framed high set

Other

**Wall construction type\***

Brick/block veneer

Solid masonry

Timber boards/weatherboards

Other

Site fall across the building envelope<sup>1</sup>\* (*metres*)

<sup>1</sup> Site fall across the building envelope: This refers to the difference in level from the highest point on the envelope boundary to the lowest point on the envelope boundary. The envelope is the area occupied by the building.

**Individual dwelling features (non-shared):**

Garage\*

No  Yes

Attic\*

No  Yes

Carport\*

No  Yes

Internal floor covering\*

No  Yes

Swimming pool\*

No  Yes

Landscaping\*

No  Yes

**Individual dwelling features (non-shared):**

Air conditioning\*

No  Yes

Central heating\*

No  Yes

Solar panels\*

No  Yes

Elevator/escalator etc\*

No  Yes

**E - Swimming Pools**

New inground concrete\*

No  Yes

New inground fibreglass\*

No  Yes

New inground vinyl lined\*

No  Yes

New above ground\*

No  Yes

New internal pool  
*(inside dwelling)\**

No  Yes

Alterations/repairs to existing pool\*

No  Yes

New spa\*

No  Yes

New inground - Other



## 9. Privacy statement

NSW Self Insurance Corporation (SICorp) is a statutory corporation constituted under the *NSW Self Insurance Corporation Act 2004* (NSW). It is responsible for carrying on the business of providing insurance under the Home Building Compensation Fund (HBCF Insurance) for residential building work done in New South Wales which requires such insurance under the *Home Building Act 1989*. Insurance and Care NSW (icare) provides the services and facilities of the SICorp under the *State Insurance and Care Governance Act 2015* (NSW). For the purposes of this Privacy Statement, SICorp and icare together are icare HBCF.

icare HBCF is regulated by the *Privacy and Personal Information Protection Act 1998* and is required to provide the following information to you in relation to your personal information.

### Purpose of collection

icare HBCF, through its agents, contractors and associated entities, collects and holds personal information (information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion and which relates to a natural living person) for the purpose of providing, administering, and managing HBCF, including (without limitation):

- evaluating your application
- managing the risks associated with HBCF Insurance
- providing, administering, and managing insurance related services following acceptance of an application
- investigating, managing, and processing claims made under the HBCF Insurance.

icare HBCF and its agents, collect and hold personal information in connection with the purposes listed above, through this application and also from other State or Federal government bodies, your intermediary, insurance agents, loss assessors, claims investigators, reinsurers, insurance companies, mailing houses, claims reference providers, trade credit reference sources, financial assessors, other service providers, (for example, information provided by commercial credit searches conducted by commercial credit bureaus), and legal and other professional advisers or any other third party with relevant information.

Examples of personal information collected include (without limitation):

- your insurance claim history
- your credit history
- your financial status and history
- your corporate history
- your personal and professional relationships
- any other information about you, relevant to the risk management undertaken by icare HBCF.

### Disclosure

icare HBCF or its agents may disclose your personal information in connection with the purposes listed above or as otherwise authorised or required by law, to other State or Federal government bodies, including regulators, your intermediary, our insurance agents, loss assessors, claims investigators, reinsurers, insurance companies, mailing houses, claims reference providers, trade credit reference sources, financial assessors, other service providers, and legal and other professional advisers.

### Consequences if you don't provide information

Supply of the information sought in this form is not required by law, however, if you do not provide us with this information we will be unable to consider applications for eligibility or any policy, or to deal with any claim under the HBCF Insurance. If the information is not provided, icare HBCF reserves the right to refuse to deal with any application or request until the requested information is provided.

### Access

You can request access to, and correction of, your personal information by contacting the icare Privacy team at [Privacy@icare.nsw.gov.au](mailto:Privacy@icare.nsw.gov.au).

In some circumstances we may not agree to allow you access to some or all of the personal information we hold about you, such as when it is unlawful to give it to you. In such cases we will give you reasons for our decision.

### icare HBCF, GPO Box 4052, Sydney NSW 2001

This address is provided in accordance with the Privacy and *Personal Information Protection Act 1998*. **Do not** send this form to the above address – lodge the form with your Insurance Distributor.

## 10. Builder declaration

This declaration is made on behalf of the builder by someone who has authority to do so (noting that a false or incorrect declaration may have serious repercussions for the builder):

I/We declare that I/We have provided all information required on the project for which HBCF Insurance is sought and details of the owners involved.

I/We acknowledge that I/We or the builder may be liable to icare HBCF for inadequate, misleading, or false information provided in the course of this application.

I/We confirm that the details on this application form are true and represent a fair and accurate representation of the affairs of the applicant(s).

If any of the information disclosed in this application alters or materially changes, I/We undertake to notify our broker immediately.

I/We believe that the applicant is currently solvent and can meet all of its financial obligations as and when they fall due.

I/We acknowledge that icare HBCF, or its agent, may seek additional information from Me/Us, our intermediary or any third party as required from time to time.

I/We acknowledge that icare HBCF, or its agent, reserves, absolutely, the right to reject this application.

**Note:** If you are providing your digital signature or another person's digital signature, this is equally as binding as if it were a wet ink signature. If you are providing another person's digital signature, you may also be incurring legal responsibility in your own right (in addition to the person you are providing a digital signature for).

I/We acknowledge that if our application for insurance is accepted by icare HBCF, or its agent on icare HBCF's behalf, it is the initial and successive homeowners who are the beneficiaries and not I/we as the applicant/builder.

I/We have read and understood the Privacy Statement section in this application.

## Consents

### For personal applicants

I consent to icare HBCF and its agents collecting, using and disclosing my personal information in accordance with the Privacy Statement and in any way it reasonably considers necessary or appropriate for the purpose of meeting its statutory and contractual obligations.

### For all applicants

If I have disclosed personal information in this form about any other person, I confirm that I have provided those other persons with the Privacy Statement, and I am authorised to disclose their personal information to icare HBCF and its agents and to consent (and do consent) on that person’s behalf to collection, use and disclosure of this and other personal information about them in accordance with the Privacy Statement and in any way it reasonably considers necessary or appropriate for the purpose of meeting its statutory and contractual obligations (including the collection of their personal information from third parties) and in any way icare HBCF reasonably considers necessary or appropriate for the purpose of meeting its statutory and contractual obligations).

Declared by Authorised Officer 1*		Declared by Authorised Officer 2	
<input type="text"/>		<input type="text"/>	
Signature	Date (DD/MM/YYYY)	Signature	Date (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Capacity/Position	Capacity/Position		
<input type="text"/>	<input type="text"/>		

**Note:** Section 103EA of the Home Building Act 1989 (NSW) provides that it is an offence for a person, in connection with an application to an insurer for cover, to make a statement (whether orally, in a document or in any other way) knowing that, or being reckless as to whether, the statement is false or misleading or omitting any matter or thing without which the statement is misleading in a material particular. Such an offence may be punishable by a penalty of up to \$22,000.