

HBCF Project application - All work excluding residential apartment building projects

Use this form for:

- projects involving a single dwelling, including new construction and other building work.
- a new single dwelling with an additional secondary dwelling (granny flat).
- duplex, dual occupancy, triplex and/or terrace (attached) construction.
- swimming pools.

Do not use this form for residential apartment building 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 field marked with an asterisk (*).
- You can also **complete this form online** in the **Builder Self Service Portal (BSSP)**. Contact your broker for details.

HBCF recommends using the most recent version of Adobe Acrobat when viewing or completing this form. You can complete this form online. 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?*

☐

Yes

☐

No

If Yes, enter the claim number

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

☐ Yes ☐ No

Visit NSW Fair Trading's website at 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 below construction types from A to C. This should match the one you select in Section 8. Construction Type).

☐ A – New dwelling construction (includes single and multi-dwelling)
Will this dwelling be part of a strata or community title development?
☐ Yes ☐ No

☐ B – Building work to an existing dwelling (includes single and multi-dwelling)

☐ C – Swimming pools

Note: Multi-dwelling construction may include the following: duplex, triplex, semi-detached house, row house, terrace house, town house, villa unit etc., including any associated structures (for example, a swimming pool, garage, shed).

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)*

☐ Yes ☐ No

Is the owner of the land the contracting party?*

☐ Yes ☐ No

Please provide full details of the owner of the land

Is there any relationship (other than family) between the owner/developer and the Builder?

☐ Yes ☐ No

Please select the related party interests:

☐ Joint ventures ☐ Common director ☐ Land ownership ☐ Shareholders

3. Site address

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

If you don't know the house number, complete the following*

Lot number*	Plan type* (<i>deposited plan, strata plan, unregistered</i>)	Plan number*	Section number

4. Contract details

Builder's project number	Estimated start date (DD/MM/YYYY)*
Estimated completion date (DD/MM/YYYY)*	Date contract signed (DD/MM/YYYY)*

5. Contract details (signed and dated contract must be submitted with this form)

☐ 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 (incl GST)* (*if separate contract price required for a duplex etc, please indicate amounts in section A 2 - New (Multi-) Dwelling construction*)

HBCF premium allowance
(incl.GST) (if included in the contract price)

Net contract price
(incl GST & excl. HBCF premium allowance)*

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

☐ Yes ☐ No

If yes, name of architect/designer*

Telephone*

Builder's percentage margin*

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

☐ Yes ☐ No

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* (*Description of building work to be undertaken will appear on the Certificate of Insurance*). Max 133 characters

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 ☐ Settlement on completion

☐ Progress payment by a construction finance lender ☐ Other (*provide details*)

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

☐ Yes ☐ No

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?*

☐ Yes ☐ No

If no please provide details*

8. Construction type

Select only one of the construction types below (A-C). This must match the construction type you selected at the end of Section 1, in Construction Types.

A 1 - New (single) dwelling construction (Construction Type H01)

Type of dwelling

Detached house*

☐ Yes ☐ No

Secondary dwelling (for example, Granny flat)*

☐ Yes ☐ No

Transportable house*

☐ Yes ☐ No

Kit home - Erect/construct*

☐ Yes ☐ No

Semi-detached house, duplex or triplex*

☐ Yes ☐ No

Villa home*

☐ Yes ☐ No

Kit home - Supply and erect/construct*

☐ Yes ☐ No

Terrace or townhouse*

☐ Yes ☐ No

Comprising

Attic*

☐ Yes ☐ No

Garage*

☐ Yes ☐ No

Swimming pool*

☐ Yes ☐ No

Basement/underground parking*

☐ Yes ☐ No

Internal floor coverings*

☐ Yes ☐ No

Carport*

☐ Yes ☐ No

Landscaping*

☐ Yes ☐ No

Base type*

☐ Bearers and joists

☐ Pole constructions

☐ Steel framed high set

☐ Concrete slab on strip footings

☐ Concrete slab on ground

☐ Other

Wall construction type*

☐ Brick/block veneer

☐ Solid masonry

☐ Timber boards/weatherboards

☐ Other

Site fall across the building envelope¹* (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*

☐ Yes ☐ No

Central heating*

☐ Yes ☐ No

Elevator/escalator etc*

☐ Yes ☐ No

Solar panels*

☐ Yes ☐ No

A 2 - New (Multi-) Dwelling construction

Note: Multi-dwelling construction may include the following: duplex, triplex, semi-detached house, row house, terrace house, town house, villa unit, etc., including any associated structures (for example, a swimming pool, garage, shed).

Attached dwellings with common space below , e.g. Duplex, triplex etc, must be processed as construction type H03. Refer Australian National Construction Code

Is separate price/value per dwelling required?*

☐ Yes

☐ No

Total number of dwellings in project

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

House numbers

Number of dwellings that are:	No.
One bedroom	
Two bedrooms	
Three bedrooms	
Four bedrooms	
Other	
Total number of dwellings	

No of storeys*

Shared structural elements and services:*

Basement/underground parking*	☐ Yes ☐ No	Common driveway/parking area*	☐ Yes ☐ No
Common roofing*	☐ Yes ☐ No	Common walls*	☐ Yes ☐ No
Community facilities/buildings (for example, gymnasium, meeting/dining rooms, etc.)*	☐ Yes ☐ No		
Elevator/escalator, etc.*	☐ Yes ☐ No	Shared access roads*	☐ Yes ☐ No
Shared air conditioning system*	☐ Yes ☐ No	Shared central heating system*	☐ Yes ☐ No
Shared easements (for example, for services)*	☐ Yes ☐ No	Shared garage/carport*	☐ Yes ☐ No
Solar panels*	☐ Yes ☐ No	Other mechanical services*	☐ Yes ☐ No
Other			

Base type*

Bearers and joists*	☐ Yes ☐ No	Concrete slab on ground*	☐ Yes ☐ No
Concrete slab on strip footings*	☐ Yes ☐ No	Pole construction*	☐ Yes ☐ No
Steel framed high set*	☐ Yes ☐ No	Other*	

Wall construction type*

Brick/block veneer*	☐ Yes ☐ No	Solid masonry*	☐ Yes ☐ No
Timber boards/weatherboards*	☐ Yes ☐ No	Other*	

Site fall across the building envelope¹* (*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.

Individual dwelling features (non-shared):

Garage covering*	☐ Yes ☐ No	Attic*	☐ Yes ☐ No	Carport*	☐ Yes ☐ No	Internal floor*	☐ Yes ☐ No
Swimming pool*	☐ Yes ☐ No	Landscaping*	☐ Yes ☐ No				

Individual dwelling services (non-shared):

Air conditioning*	☐ Yes ☐ No	Central heating*	☐ Yes ☐ No	Solar panels*	☐ Yes ☐ No	Elevator/escalator etc*	☐ Yes ☐ No
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B - Building Work to an Existing Dwelling (Construction type H04)

Is the dwelling part of a strata or community title scheme?*

☐ Yes ☐ No

Does the project involve work to the common property of the strata or community title scheme?*

☐ Yes ☐ No

Total number of dwellings in the strata or community title scheme.

New Additions

New storey	☐ Yes ☐ No	New balcony, verandah, patio, porch, deck etc.	☐ Yes ☐ No
New bathroom / WC (insert number)	☐ Yes ☐ No 	New bedroom (insert number)	☐ Yes ☐ No
New carport	☐ Yes ☐ No	New garage	☐ Yes ☐ No
New kitchen	☐ Yes ☐ No	New laundry	☐ Yes ☐ No
New living room	☐ Yes ☐ No	New pergola	☐ Yes ☐ No
New screened enclosure	☐ Yes ☐ No	New solar panels	☐ Yes ☐ No
New shed	☐ Yes ☐ No	Other*	

Work to existing rooms / structures / features / components etc.

Attic conversion*	☐ Yes ☐ No	Balcony, verandah, patio, porch, deck etc.*	☐ Yes ☐ No
Balustrades*	☐ Yes ☐ No	Basement conversion*	☐ Yes ☐ No
Bathroom/WC*	☐ Yes ☐ No	Bedroom*	☐ Yes ☐ No
Carport*	☐ Yes ☐ No	Cladding*	☐ Yes ☐ No
Driveway/paving*	☐ Yes ☐ No	Fencing (masonry)*	☐ Yes ☐ No
Fencing (other than masonry)*	☐ Yes ☐ No	Fire protection services installation*	☐ Yes ☐ No
Garage*	☐ Yes ☐ No	House lifting/restumping*	☐ Yes ☐ No
Kitchen*	☐ Yes ☐ No	Laundry*	☐ Yes ☐ No
Pergola*	☐ Yes ☐ No	Retaining wall*	☐ Yes ☐ No
Roofing*	☐ Yes ☐ No	Screened enclosure*	☐ Yes ☐ No
Shed*	☐ Yes ☐ No	Solar panels*	☐ Yes ☐ No
Landscaping (structural)*	☐ Yes ☐ No	Waterproofing - external*	☐ Yes ☐ No
Waterproofing - internal*	☐ Yes ☐ No	Underpinning/piering*	☐ Yes ☐ No

Other

Single trade work projects involving

Air conditioning/central heating*	☐	Yes	☐	No	Bricklaying.*	☐	Yes	☐	No
Carpentry*	☐	Yes	☐	No	Draining*	☐	Yes	☐	No
Electrical wiring/repairs*	☐	Yes	☐	No	Gasfitting*	☐	Yes	☐	No
General concreting*	☐	Yes	☐	No	Glazing*	☐	Yes	☐	No
Joinery*	☐	Yes	☐	No	Painting and decorating*	☐	Yes	☐	No
Pastering - dry*	☐	Yes	☐	No	Plastering - wet*	☐	Yes	☐	No
Roof plumbing (including metal roofing)*	☐	Yes	☐	No	Roof slating/tiling*	☐	Yes	☐	No
Sanitary plumbing*	☐	Yes	☐	No	Stonemasonry*	☐	Yes	☐	No
Wall and floor tiling*	☐	Yes	☐	No	Water plumbing*	☐	Yes	☐	No
Other									

C – Swimming Pools (Construction type H05)

Is this project a New Rooftop or Basement Swimming Pool in a Class 2 Building?

☐ Yes ☐ No

Note: If you answer Yes to this question, New pools intended to be located within a Class 2 or mixed use building are not covered by the H05 Swimming Pools category. Use section B Building Work on Residential Apartment Building in the: *HBCF project application - Residential apartment building projects* form.

Alterations/repairs to existing pool/spa*	☐	Yes	☐	No	New above ground*	☐	Yes	☐	No
New inground concrete*	☐	Yes	☐	No	New inground fibreglass*	☐	Yes	☐	No
New inground vinyl lined*	☐	Yes	☐	No	New inground other*				
New internal pool (inside dwelling)*	☐	Yes	☐	No	New spa*	☐	Yes	☐	No

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.

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.

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	
Signature	Date (DD/MM/YYYY)	Signature	Date (DD/MM/YYYY)
Capacity/Position		Capacity/Position	

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.