

- This form is **NOT** to be used in the case of contractual disputes or termination of contract before the practical completion of the home. In such cases please contact **HIA Insurance Services** for assistance.
- References in this form to **'builder'** and **'building work'** include **trade** and other **building contractors work**.

Builder Details

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

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

At least one form of contact is mandatory.

Homeowner/ Developer Details

Homeowner/s Name*

Phone **Mobile*** **Email***

Email and /or Mobile contact details are mandatory.

Insurance Policy Details

Policy No.*

Site address as shown on Certificate of Insurance/ Statement of Cover

Address* **Suburb*** **State** **Postcode**
NSW

Current Street Address of Site (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 Certificates Register](#).

Building Site Address*

Suburb* **State** **Postcode**
NSW

Final Contract Amount (Including Variations)* **Date of practical completion (as defined below)***

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 **icare 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***

PLEASE FORWARD YOUR BUILDER PROJECT COMPLETION ADVICE TO HIA INSURANCE SERVICES:
Post: PO Box 883, North Ryde BC 1670 - Fax: 1300 694 663 or Email: hiais.ryde.completions@aon.com If you have any queries in regards to this insurance please contact HIA Insurance Services.
 NSW Phone: **1300 200 201** Website: **www.hiainsurance.com.au**