



i ABOUT THIS FORM

This form is to be completed by the builder in situations where a Certificate of Insurance has been issued and the builder is seeking to cancel the Certificate of Insurance.

This form **MUST** be signed by the **BUILDER AND OWNER** named on the certificate.
If not, the cancellation will not be approved.

A B C

**PLEASE USE
CAPITAL LETTERS.**

SECTION 1. DETAILS ABOUT THE CERTIFICATE OF INSURANCE

Building Entity (Business Name)

Builders Licence Number

Contact Name

Contact Phone Number

Policy Number

Email Address

ADDRESS OF THE DOMESTIC BUILDING WORKS

Unit number/s

Lot number

Street number

Street name

Suburb/Town

State

Postcode

SECTION 2. APPLICATION TO CANCEL A CERTIFICATE OF INSURANCE

⚠ A certificate cancellation will only be considered if **ALL** of the following apply:

- ✓ The building contract has been terminated.
- ✓ No works have commenced on the site.
- ✓ A period of no more than two (2) years has lapsed since the date of insurance.
- ✓ No monies are owing to any party to the contract.
- ✓ There are no disputes between any parties to the contract.
- ✓ No claim exists in respect of the project for which the certificate has been issued and that the homeowner or developer agrees not to rely on the certificate
- ✓ The certificate has not been provided to any third party (e.g. PCAs, Councils, prospective purchasers, conveyancers, real estate agents, finance providers).

i If deposit funds have been paid by an owner and not returned, the Certificate of Insurance cannot be cancelled.

Please state the reason for the cancellation of the certificate:

Builder's Name

Builder's Signature

Date (dd/mm/yyyy)

Owner's Name

Owner's Signature

Date (dd/mm/yyyy)

HIA INSURANCE SERVICES PTY LTD - PRIVACY NOTICE

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A copy of the **HIAIS Privacy Notice** can be located on our website www.hiainsurance.com.au

Return form and all supporting documentation to:

HIA Insurance Services Pty Ltd, PO Box 883, North Ryde BC NSW 1670
Phone: 1300 200 201 Fax: 1300 694 663 Email: hiais.ryde@aon.com