NSW GOVERNMENT | Home Warranty Insurance Fund

APPLICATION FOR MULTIPLE DWELLING PROJECTS

- **Please ensure all questions are completed and the declaration at the end of this form is signed prior to lodgement with your insurance broker.**
- **For any assistance in completing this form please contact your insurance broker.**
- **This application form is to be used where policies are required for multiple dwelling projects (i.e. two (2) or more dwellings/ units on one site including a duplex and alterations/additions to a multi unit building)**
- **Please ensure payment is attached prior to lodgement with your broker.**
- **References in this form to 'builder' and 'building work' include trade and other building contractors/work.**

Section 1 - Builder Licence Details

Builder's Licence Name

Builder's Licence Number

Licence Expiry Date / /

Registered Business Name

ABN

Business Address (not P.O. Box Address)

Postcode

Telephone Number ( )

Facsimile Number ( )

Mobile Phone Number

Email Address (of key contact)

Industry Association Name/s

Are you entitled to claim an Input Tax Credit on the Premium? No ☐ Yes ☐ ▶ If **Yes**, how much – 100% or other? %

Section 2 - Owner/Developer Details (as per contract)

Name

ABN

Home or Office Postal Address

Postcode

Business Telephone Number ( )

Mobile Phone Number

Contact Name

Email Address (of key contact)

Is there any relationship between the owner/developer and the builder? No ☐ Yes ☐

If **Yes**, please provide full details of any related party interests e.g. family members, joint ventures/land ownership, common director/shareholders etc.

Blank for Intermediary Use Only

 © State of New South Wales through NSW Self Insurance Corporation 2010.

Section 3 – Contract Details

Estimated Start Date / /

Estimated Completion Date / /

Actual or Estimated Date Contract to be Signed / /

Contract Price (including GST):

☐ **Standard Fixed Price/Lump Sum Contract** $

OR ☐ **Speculative Development: including Builder Margin (excl. land value)** $

OR ☐ **Cost Plus Contract: Budget including Margin** $

Percentage Margin %

Date Contract Signed / /

How is this project being funded? ▶ If by a Financial Institution please provide a copy of the financial loan approval documents.

Funding source/Name of Financial Institution

Will this project be managed by an architect/designer?

No ☐ Yes ☐ ▶ If **Yes**, please advise the name of the architect/designer. The owner/developer should complete the Owner Tender Statement form and forward separately to the broker. Please also declare your margin as calculated for your quote.

Name of Architect/Designer

Telephone Number ( )

Margin %

Section 4 - Construction Type

Your response to this section will determine the number of certificates required and the unit number identification of each certificate.

Number of Units that are:		Average Cost Per Unit
	No.	$
One bedroom		$
Two bedrooms		$
Three bedrooms		$
Four bedrooms		$
Other, please specify:		$
TOTAL		

Please provide a description of the construction to be undertaken (e.g. townhouses, villas, etc.)

Full site address (including Unit Number, Lot Number, Serial Number, Street Number, Street Name, State and Postcode)

No. of Storeys:

No. of Basement/Carpark Levels:

How will the units be numbered when offered for sale?
(i.e. what is the numbering system required for the respective certificates sought?) from to

 © State of New South Wales through NSW Self Insurance Corporation 2010.

Section 4 - Construction Type (cont'd)

What will be the address once completed? Postcode

Is this a stage of a larger development on the same site? No ☐ Yes ☐

If **Yes**, please provide brief details:

Are there any commercial/retail units within this development? No ☐ Yes ☐

If **Yes**, please provide details including relative value of residential and commercial work.

Provide details below of all external consultants used on the project.

	Name	**Contact Details**
Planners;		
Design Architects:		
Supervising Architects:		
Quantity Surveyors:		
Structural Engineers:		
Mechanical Engineers:		
Lift Consultants:		
Air-Conditioning Consultants:		
Fire Service Consultants:		
Principal Certifying Authority (If known)		

What existing buildings are to be retained on the site? What development work is required for these buildings?

Estimated value of restoration/renovation of existing buildings $

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

No ☐ Yes ☐ ▶ If **Yes**, please provide details below:

Estimated Value: $

 © State of New South Wales through NSW Self Insurance Corporation 2010.

Section 5 - Privacy Statement

NSW Self Insurance Corporation (**SICorp**), is a statutory corporation constituted under the *NSW Self Insurance Corporation Act 2004* (NSW) and is responsible for carrying on the business of providing home warranty insurance for building work done in New South Wales that requires such insurance under the *Home Building Act 1989* (NSW). SICorp is regulated by the *Privacy and Personal Information Protection Act 1998* (NSW) and is required to provide the following information to you in relation to your personal information.

Purpose of Collection
SICorp, through its agents, 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 home warranty insurance (insurance) in relation to building work requiring such insurance, including:

- evaluating your application;
- providing, administering and managing the insurance services following acceptance of an application; and
- investigating, and if covered, managing and processing claims made in relation to any insurance you have applied for with us.

SICorp and its agents, collect personal information in connection with the purposes listed above, through this application and also from other State or Federal government bodies, 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, legal and other professional advisers.

Examples of personal information collected include:

- your insurance claim history;
- your credit history;
- your financial status and history; and
- your corporate directorship history.

Disclosure
SICorp 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, 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, legal and other professional advisers.

Consequences if information is not provided
Supply of the all 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 your application for insurance coverage, administer any policy or manage any claim under the policy.

Access
You can request access to, and correction of, your personal information by contacting the Privacy Contact Officer of your insurance agent, through whom you or your intermediary have sought insurance, and to whom your information has been provided as our agent. 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.

NSW Self Insurance Corporation PO Box A2615, Sydney South, NSW 1235.

Do NOT send your application form to this address - lodge the form with your insurance broker. This address is provided in accordance with the Privacy and Personal Information Protection Act 1998.

Section 6 - Builder Declaration

This declaration is to be executed either by the sole business proprietor/all business partners in a partnership/sole director if a sole director company/at least 2 directors of the company for other companies.

I/We declare that by completing this application and making this declaration, I/we appoint the intermediary to whom this application is provided as my/our broker for the purpose of applying for home warranty insurance with SICorp for a specific individual construction project.

I/We confirm that the details on this application form are true and represent a fair and accurate representation of the affair(s) of the applicant(s). If any of the information disclosed in this application alters or materially changes, I/we will notify our intermediary immediately.*

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

I/We acknowledge that SICorp, or its agent, may seek additional information from me/us or our intermediary as required from time to time.

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

I/We acknowledge that if our application for home warranty insurance is accepted by SICorp, 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.

For personal applicants
I consent to SICorp and its agents collecting, using and disclosing my personal information in accordance with the Privacy Statement.

For all applicants
If I have disclosed personal information in this form about any other person, I confirm that I am authorised to disclose this information to SICorp 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.

Declared by (name of Authorised Officer)		Declared by (name of Authorised Officer)	
Signature	Date	Signature	Date
	/ /		/ /

NB: 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 home warranty insurance, 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.

 © State of New South Wales through NSW Self Insurance Corporation 2010.

HOME WARRANTY INSURANCE – APPLICATION CHECKLIST

Please ensure you have included the following details and supporting documents (as required) to complete your application lodgement successfully:

- ☐ Fully completed and signed Application Form.
- ☐ Evidence of ownership (e.g. rates notice) of the site address shown in Section 4.
- ☐ Copy of Building Contract.
- ☐ Evidence of Funding (i.e. loan approval)
- ☐ Cheque payable to your nominated Broker (if this payment method is selected).
- ☐ Additional supporting evidence or documentation required to demonstrate ability to meet capability/ experience criteria (e.g. CVs, appropriate references, etc.)

Section 7 - Payment Method

☐ **Paying by Credit Card:** Please enter your credit card details in the section below, ensuring you pay the total amount including the credit card surcharge as per your premium chart. We accept MasterCard, and Visa cards only. Payment will only be accepted for individual invoices and must be made in full. **Any changes or corrections must be authorised by the cardholder's signature.**

☐ MasterCard ☐ Visa

Amount	Card Number	CCV Number	Expiry Date
$			/

Name as shown on Card

Signature

☐ **Paying by Cheque:** Please ensure your cheque payment is made payable to your nominated Broker and is attached to your Application Form.

 © State of New South Wales through NSW Self Insurance Corporation 2010.