

PRIVACY NOTICE

The QBCC is collecting personal information on this form to process insurance cover under the Queensland Home Warranty Scheme and to administer the Scheme. This is authorised by the QBCC Act. The QBCC will not be able to process the form if all or some of the information is not provided.

Some of this information will be provided to the owner and may be provided to subsequent prospective purchasers of the property. The information will only otherwise be disclosed by the QBCC to another party with your consent, or as authorised or required by law.

Visit the [QBCC Privacy Policy](#) for more information, including steps to access and amend your personal information, or submit a privacy complaint.

PLEASE NOTE

Please allow up to five business days for processing of this paper form, or call 139 333 and pay via credit card. For security reasons, unless a QBCC officer sights the contractor's driver's licence (counter payments), the Notice of Cover can only be sent to the contractor.

COMPLETING THIS FORM

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – cross out and initial amendments.

RETURN YOUR COMPLETED FORM AND ALL DOCUMENTS BY

Email: insurancepolicies@qbcc.qld.gov.au
Post: GPO Box 5099 Brisbane QLD 4001
In person: QBCC service centres are listed on our website qbcc.qld.gov.au

1. CONTRACTOR'S DETAILS

Title Mr Mrs Miss Ms Other

Surname

First names

QBCC Licence no

ABN

Address

State

Postcode

Phone

Business phone

Mobile

Email

2. REAL PROPERTY DESCRIPTION

These details can be found on your Rates Notice or your Certificate of Title.

Lot no

Plan (e.g. RP/
SP/BUP/GTP)

Plan no.
(numeric)

Street address
(include no.,
street, suburb or
locality)

State

Postcode

OFFICE
USE ONLY

CRN

Receipt amount

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

Licence number

Receipt amount

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

3. OWNER'S DETAILS

Title	Mr	Mrs	Miss	Ms	Other	<input type="text"/>
Surname						
First names						
Postal address	Same as site					
Street address						
State	<input type="text"/>	Postcode	<input type="text"/>	Phone		
Business phone				Mobile		
Email						

4. WORK BEING PERFORMED

Description (e.g. new build, alterations)			
Number of units	Number of storeys	Insurable value	\$
Premium payable	\$	Date of contract	<div> D D M M Y Y Y Y </div> <div> / / </div>
Licensee's signature:			

5. PAYMENT OPTIONS

I will pay by calling QBCC on 139 333

I will pay at a QBCC office when returning this form in person

Payment can only be made by the licensee, who must produce a contractor's licence as identification.

Direct debit from nominated account

If you have previously set up direct debit with the QBCC, the payment will be taken from this account.



If you would like to set up a direct debit, please complete the Direct Debit Request Form.

GENERAL INSURANCE INFORMATION

Insurance is payable on

Residential construction work of a value of more than \$3,300 (including GST) comprising:

- Construction of a house, duplex, townhouse, villa unit or any residential building up to three (3) storeys in height (above a car park) or any residential outbuilding e.g. garage, pool change room etc.
- Replacement of or extension to part or all of a building which affects internal or external walls, including windows or doors, roofs, floors, foundations or ceilings, and includes refitting bathrooms or kitchens e.g. patios and decks, kitchen and bathroom renovations, re-roofing, cladding, new windows and doors etc.
- Construction of a new swimming pool, all building work within the building envelope (e.g., painting), installation of a manufactured home, anything attached to a residence or residential outbuilding which requires building or plumbing approval.

Insurable value of work

The value of work includes all labour, materials and GST. This also includes associated work such as landscaping, driveways, pool fences, retaining walls, etc performed under the contract.

To calculate premium

Refer to the Premium Chart available at qbcc.qld.gov.au or at your local QBCC office.

Please note: there are now 3 premium tables:

- **New home construction** – to be used for construction of a new single detached dwelling, duplex, or multiple unit building.
- **Alterations** – to be used for all other residential construction (e.g., construction of a shed, carport, swimming pool, rectification work, kitchen/bathroom renovations).
- **Optional additional** – only used by consumers who want to increase their insurance cover.

To calculate premium for multiple units

Step 1	<div>A</div>	÷	<div></div>	=	<div>B</div>
	Contract value		Number of units		Average unit value
Step 2	<div>B</div>	>	Find premium from chart*	=	<div>C</div>
	Average unit value				Insert insurance premium per unit
Step 3	<div>C</div>	×	<div></div>	=	<div>TOTAL</div>
	Insurance premium per unit		Number of units		Total premium payable

*The premium rate is inclusive of GST