

## SecureBuild Claim Form

- References in this form to 'builder' and 'building work' include trade and other building contractors work.
- HBCF fidelity fund contracts (policies) covers a homeowner (including subsequent purchasers) for loss or damage resulting from non-completion of residential building work and/or arising from a breach of a statutory warranty (e.g. defective work), because of a builder's (or trade contractor's) insolvency, death or disappearance. Cover is also available where a building contractor's licence is suspended due to non-compliance with a money order issued in favour of a homeowner by the NSW Civil and Administrative Tribunal (NCAT) or a Court

### Section 1 - Homeowner Information

Homeowner Name (s)				
Phone /Mobile				
Email				

Address of the building work that is subject of this claim

Address Line 1				
Address Line 2				
Suburb	State	Postcode		

Postal Address (if different from the address above)

Address Line 1				
Address Line 2				
Suburb	State	Postcode		

### Section 2 - HBCF Cover Information

Evidence of Cover Number				
Issue Date				

### Section 3 - Builder / Contractor Information

Builder/Contractor Name		Licence No	
Address Line 1			
Address Line 2			
Suburb		State	
Phone /Mobile		Email	

1. Is the Builder or Contractor insolvent (bankrupt, in liquidation or under external administration)?

Yes  No If yes, how and when did you become aware of the insolvency?
2. Has the Builder / Contractor died?

Yes  No If yes, how and when did you become aware of the death?
3. Has the Builder / Contractor disappeared?

Yes  No  
If yes, how and when did you become aware of the disappearance?
4. Has the builder's licence been suspended for non-compliance with a money Order in favour of the homeowner by NCAT or a Court?

Yes  No If yes, please provide details of the Order.
5. Did you enter into a building contract with the builder?

Yes  No If no, go to Section 5.
6. What was the commencement date under the contract?
7. Was the building contract terminated?

Yes  No If yes, please attach evidence of the termination of the contract.
8. If the residential building works are not complete, what is the date the builder last attended the site?

## Section 4 - Building Contract Information

1. Was the contract for residential building works in writing?  Yes  No If yes, please attach a full copy of the contract.

2. Who supplied the design, plans and specifications? (Builder / Contractor, Architect or your Representative)

3. Is there any money owing under the original contract?  Yes  No If yes, please provide details:

3.1 How much is owing?

3.2 When was it due to be paid?

3.3 Why was it not paid?

## Section 5 - Property Purchase Details

1. What was the date of purchase? \* Attach a full copy of the purchase contract.

2. What was the purchase price?

3. When did you take possession of the property?

4. Did you obtain a pre-purchase inspection report?  Yes  No If yes, please attach a full copy.

5. Were you aware of any items of claim in the residence prior to settlement of the purchase?  Yes  No If yes, please provide details:

6. Do you have access to the plans and specifications?  Yes  No If yes, please attach a copy.

## Section 6 - Claim Information

1. What is the nature of your claim? (select more than one if required)

- Non-commencement       Alternative accommodation, removal & storage cost (reasonably and necessarily incurred)  
 Non-completion       Legal or other reasonable costs in seeking to recover compensation from the builder/ contractor  
 Defective work  
 Other

2. Provide the details of items of claims as best as you can in the table below including brief description, date first became aware and cause of defect if known. (attach additional page if required)

Item	Cause of defect (if known)	Date first became aware

3. Have you previously claimed under an insurance policy, contract performance agreement or any other such agreement in relation to the loss or damage to the residential building work the subject of the claim?

- Yes     No    If yes, please state when and provide details.

4. Please attach a copy of any consultant's report/s obtained in relation to the matter. (A consultant will be engaged by if a report is not available)

## Section 7 - Other Proceedings

1. Have any proceedings been commenced or concluded in relation to the subject matter of this claim resulting in, or likely to result in settlement with the builder/ contractor, an arbitration award, an award by a Tribunal or a judgement of any Court?

Yes  No If yes, please state when and provide details.

## Section 8 - Privacy Statement

SecureBuild is licensed by the NSW Government to issue HBC fidelity fund certificates for residential building work done in New South Wales which requires such insurance under the Home Building Act 1989 (NSW).

SecureBuild 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

SecureBuild 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 HBCF cover, including (without limitation):

- evaluating your claim;
- managing the risks associated with HBCF cover;
- providing, administering and managing HBCF cover related services following acceptance of your claim form;
- investigating, and if covered, managing and processing claims made by you in relation to any policies of cover by us; and
- seeking recovery of any amounts paid by SecureBuild under any policies of cover.

SecureBuild and its agents, contractors and associated entities, collect and hold personal information in connection with the purpose listed above, through this form and also from other State or Federal government bodies, scheme agents, loss assessors, claims investigators, re-insurers, insurance companies, mailing houses, claims reference providers, trade credit reference sources, financial assessors, other service providers, legal and other professional advisers or any other third party with relevant information.

Examples of personal information include (without limitation):

- your claim history;
- your personal circumstances;
- your business and financial history and status;
- your personal and professional relationships;
- information about the property the subject of the claim;
- any other information about you, directly or indirectly relevant to the risk management undertaken by SecureBuild.

### Disclosure

SecureBuild (or its agents, contractors and associated entities) 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, our scheme agents, loss assessors, claims investigators, re-insurers, insurance companies, mailing houses, claims reference providers, other service providers, legal and other professional advisers or any other third party with relevant information.

### Consequences of Not Providing the 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 evaluate your claim under the HBCF. If the information is not provided, SecureBuild reserves the right to refuse to deal with any claim or request until the requested information is provided.

### Access

You can request access to, and correction of, your personal information by contacting the SecureBuild Privacy Officer.

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.

Privacy Officer  
SecureBuild  
GPO Box 194  
GEORGES HALL NSW 2198

Email: [privacy@securebuild.com.au](mailto:privacy@securebuild.com.au)

The above address is provided in accordance with the Privacy and Personal Information Protection Act 1998. DO NOT send this form to the above address.

## Section 9 - Declaration by Claimant(s) / Homeowner(s)

This declaration must be signed by each of the claimants and/or all owners of the property.

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

I/We acknowledge that SecureBuild or its agent, may seek additional information from me/us or any third party as required from time to time. I/We acknowledge that SecureBuild, or its agent, reserves the right to reject any claim.

I/We acknowledge that I/we have not negotiated or settled a claim, incurred any expenses without notifying SecureBuild in writing.

I/We have read and understood the Privacy Statement section in this claim form.

### For personal applicants

I consent to SecureBuild or its agents, contractors and/ or associated entities 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 am authorised to disclose this information to SecureBuild, its agents, contractors and/or associated entities 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.

### Declared by Homeowner / Claimant 1

_____ Signature	_____ Date
_____ First Name	_____ Last Name

### Declared by Homeowner / Claimant 2

_____ Signature	_____ Date
_____ First Name	_____ Last Name

### Checklist

Please ensure all appropriate boxes are marked to indicate that you included the details and supporting documents to this application for successful lodgement.

#### For claims where you contracted with the builder / contractor

- A complete copy of the Contract relating to the building work, which is the subject of the claim
- A complete copy of the Plans and Specifications relating to the building work
- Proof of evidence for termination of contract (if applicable)
- A copy of judgements relating to claim items by a Tribunal or Court
- A copy of Building Consultant's report you have obtained in relation to the matter

#### For claims where you purchased the residence and the subject of the claim

- A copy of judgements relating to claim items by a Tribunal or Court
- A copy of Building Consultant's report you have obtained in relation to the matter
- Evidence of ownership (e.g. Council Rates Notice)
- A complete copy of the Contract for Sale of Land through which you purchased the residence
- A complete copy of pre-purchase inspection report or the like, obtained prior to the purchase of the property

### Please submit the completed form as below

#### By Post

GPO Box 194  
 GEORGES HALL NSW 2198

#### By Email

claims@securebuild.com.au

#### For more information

Call 13 33 14; or  
 visit [www.SecureBuild.com.au](http://www.SecureBuild.com.au)