

Completing this form

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid — any amendments should be crossed out and initialled

Please allow up to five days for processing of this paper form, or call 139 333 and use PhonePay. For security reasons, unless a QBCC officer sights the contractor's driver's licence (counter payments), the Confirmation of Insurance can only be mailed to the contractor.

1. CONTRACTOR'S DETAILS

QBCC Licence no.

Name

Address

Postcode

Business ph Home ph

Mobile ph Fax

Email

2. REAL PROPERTY DESCRIPTION

Lot number Registered plan number BUP/GTP/SP number

Unit number Street number Street name

Suburb/Town Postcode

RESIDENTIAL/COMMERCIAL MIXED CONSTRUCTION (if applicable)

Total floor area m² Residential floor area m²

3. OWNER'S DETAILS

Name

Postal address

Same as site Postcode

Phone Email

4. WORK BEING PERFORMED

Description (e.g. new build, alterations)

Number of units No. of storeys Value of work \$

Premium payable \$ Date of contract / /

Licensee's signature

PRIVACY NOTICE: QBCC is collecting the information on this form for payment of QBCC insurance premiums. This is authorised by the QBCC Act 1997. Some of this information will be provided to the owner, and may be provided to subsequent prospective purchasers of the property. Please refer to the 'Privacy Policy' on www.qbcc.qld.gov.au for more details. All information held by QBCC may be subject to access under the RTI Act 2009.

OFFICE ONLY	Name:	<input type="text"/>			Contact phone:	<input type="text"/>		
	ID	<input type="text"/>	ID number	<input type="text"/>	Receipt	<input type="text"/>	<input type="text"/>	

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. One premium per unit is applicable. This description includes residential units within a mixed residential/commercial construction, but only the residential component is insurable.
- 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 eg. patios and decks, kitchen and bathroom renovations, re-roofing, cladding, new windows and doors etc.

Full 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 www.qbcc.qld.gov.au or at your local QBCC office.

Residential/commercial mix

Insurance is payable on the residential units within a mixed residential/commercial construction up to three storeys above a car park, but only on the residential component.

The premium is calculated using the total contract price reduced by the proportion of occupiable floor space to be used for commercial purposes. To enable the correct premium to be calculated, you must provide the total floor area and the amount of residential floor area in the boxes shown on the other side of this form.

To calculate premium for multiple units

For Residential/Commercial mix, commence at Step 1A. For all other multiple units, commence at Step 1B.

Step 1A		÷		×		=	A
	Residential floor area		Total floor area		Total contract value		Contract value of residential floor area
Step 1B	A	÷		=	B		
	Contract Value		Number of units		Average unit value		
Step 2	B	>	Find premium from chart*	=	C		
	Average unit value				Insert insurance premium per unit		
Step 3	C	×		=	TOTAL	*	The premium rate is inclusive of GST
	Insurance premium per unit		Number of units		Total premium payable		

Payment options

In person - you can pay in person at one of our Service Centres. Payment can only be made by the licensee, who must produce a contractor's licence as identification.

Post your cheque to - GPO Box 5099 Brisbane QLD 4001. (*Do not send cash in the mail.*) **Call QBCC** - on 139 333.