



QBE Insurance (Australia) Limited
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AFS Licence No: 239545



APPLICATION FOR A JOB-SPECIFIC POLICY

SINGLE DWELLING

ABOUT THIS FORM

This form will help us decide whether to issue a domestic building insurance policy for a single dwelling contract, or up to a maximum of two dwellings on the one site in Victoria.

If we decide to issue a policy to the Applicant, we will rely on the information in this form. You must therefore ensure you answer all questions truthfully.

Who should complete this form?

This form should be completed by businesses (sole traders/partnerships/companies) – hereafter referred to as “the **Applicant**” – seeking domestic building insurance cover for a single dwelling contract, or up to a maximum of two dwellings on the one site in Victoria.

ELIGIBILITY WITH QBE/VMIA, WITH ADDITIONAL COVER FROM 1 JULY 2015

The insurance being applied for is issued by QBE Insurance (Australia) Limited (**QBE**) as agent for the Victorian Managed Insurance Authority (**VMIA**) in accordance with the Ministerial Order for Domestic Building Insurance issued under section 135 of the Building Act 1993 (Vic), with additional cover if the Applicant fails to comply with a Tribunal or Court Order for certificates of insurance issued on or after 1 July 2015. The VMIA is a statutory corporation and is the insurer.

INFORMATION DISCLOSED IN THIS FORM AND YOUR PRIVACY

Both QBE and the VMIA are committed to safeguarding your privacy and the confidentiality of your personal information. We will only collect personal information from you or about you which is relevant to processing and assessing this application, administering any domestic building insurance policies which may subsequently be issued, including any claims under such policies, and any recoveries and use it in a way that you would expect. The personal information collected may include personal details, construction details, financial information and arrangements. Without this personal information we may not be able to process this application or issue insurance cover. By providing this personal information to us, you consent to us disclosing your personal information to:

- insurance intermediaries
- insurance reference bureaus
- credit reference agencies
- our advisers
- the Victorian Building Authority or other authorities established to regulate or report on the building industry
- those involved in the claims handling process (including assessors and investigators) for the purpose of assisting us and

them in providing relevant reporting, regulation, services and products, or for the purposes of litigation.

You also consent to us disclosing your personal information to:

- the owners of any building work undertaken by the Applicant which is insured by us
- family members or agents authorised by you
- organisations which conduct customer service surveys on our behalf
- people making enquiries as to whether a nominated builder is eligible for domestic building insurance
- people making enquiries for details of any domestic building insurance issued in respect of a nominated property. Such personal information is limited to:
 - policy number
 - policy inception date
 - property address
 - name of builder
 - whether a claim has been made
 - the amount of any indemnity remaining under the policy.

ACCESS TO YOUR PERSONAL INFORMATION

You can request access to the personal information we hold about you by contacting:

QBE Insurance (Australia) Limited
628 Bourke Street
Melbourne Victoria 3000
Phone: 03 9246 2666

VMIA
PO Box 18409
Collins St East Victoria 8003
Phone: 1300 363 464



Victorian Managed Insurance Authority
ABN 39 682 497 841
PO Box 18409 Collins St East Victoria 8003
P: 1300 363 424 | F: 03 9270 6949
www.dbi.vmia.vic.gov.au

DOMESTIC BUILDING INSURANCE **QM3167-03-15**

SECTION 1. ABOUT THE APPLICANT

PLEASE USE CAPITAL LETTERS.

A B C

▲ Important: You MUST notify QBE immediately if the answer is Yes to any of the following over the last 12 months:

- Has the Applicant's business structure changed (e.g. change from a sole trader to a company?) No Yes
- Have any of the directors or partners of the business changed? No Yes
- Has there been a change to any of the Registered Building Practitioners associated with the Applicant? No Yes
- Is this contract for completion of building works commenced by another builder? No Yes

QBE Policy no:

Building Practitioners Registration number:

What is the name of the building entity (business) for which cover is sought ("the Applicant")?

▲ This name must EXACTLY MATCH the building contract. If these details are not correct, the VMIA may refer the matter to the Building Practitioners Board to enquire into the conduct of the relevant registered building practitioners.

ACN:

ABN:

Business address:

State: Postcode:

Mobile:

Email:

Is the Applicant entitled to claim an Input Tax Credit on the GST component of the premium applicable to the policy?

No

Yes → How much – 100% or other?

SECTION 2. HOME OWNER DETAILS (AS PER THE BUILDING CONTRACT)

Owner 1

Last name:

First name/s:

Current address:

State: Postcode:

Owner 2

Last name:

First name/s:

Current address:

State: Postcode:

Owner 3

Last name:

First name/s:

Current address:

State:

Postcode:

Is there any relationship between the homeowner and the Applicant (e.g. family member, joint venture/land ownership, common directors/shareholders etc.)?

No Yes → Please explain the relationship

SECTION 3. SITE LOCATION DETAILS

Lot number:

Unit number/s:

Street number:

Street name:

Suburb/Town:

State: Postcode:

SECTION 4. CONTRACT DETAILS

 Contract price must include GST

Signed contract date:

 / /

Estimated start date:

 / /

Estimated completion date:

 / /

Standard fixed price contract:

OR

Cost plus contract: Budget

 \$ \$

Speculative development: Estimated value

 \$

Please state the category of works being completed:

- New single dwelling/s Alteration – structural Alteration – non-structural
 Swimming pool Carport/Garage Other, please list:

Please provide details and value of any non-residential works included in the development contract/construction price (e.g. shops, commercial office, etc.)

Has construction commenced?

No Yes → Stage of construction:

