

**Incomplete/Project Commenced Notice**

- This form is to be completed by a Building Contract Review Program (BCRP) Service Provider where a Builder has elected to participate in the BCRP for a building contract of \$50,000 or more.
- Completion of this document should be undertaken when confirming that the participating Builder:
  - has not satisfactorily completed the requirements of BCRP Components 1, 2 & 3 (Contract Document Review, Reasonableness of Budget and Progress Payments, and/or Building Performance Review Schedule), or
  - the Project has commenced prior to the engagement of the BCRP Service Provider and issue of a Certificate of Insurance.
- The completed form should be provided to the Builder, the Principal (NSW Self Insurance Corporation) and the Scheme Agent.

**Section 1 - Builder and Site Details****Builder's Name (as shown on builder's licence)****Builder's Licence No.****Builder's Scheme Agent****Builder's Broker****Broker Reference No.****Building Site Address****Suburb****Postcode****Project Description****Contract Price****Section 2 - BCRP Service Provider Details****BCRP Service Provider****Name of Key Contact****Email of Key Contact****Contact Telephone No.****Section 3 - Confirmation by BCRP Service Provider (Mark One Box Only)****Incomplete Notice**

I confirm I have reviewed the requirements of Components 1, 2 & 3 (Contract Document Review, Reasonableness of Budget & Progress Payments and Builder Performance Review Schedule) of the BCRP and determined that the Builder has **not** satisfactorily completed the requirements. The reasons for my determination are set out below.

**Project Commenced Notice**

I confirm that following an examination of the documentation and information submitted by the Builder I have concluded work has commenced and/or monies have been paid to the Builder under the building contract for this Project. The reasons for my conclusion are set out below.

**Name****Position****Signature****Date (dd/mm/yyyy)**

**NOTES:**

- (i) **Incomplete Notice** - The BCRP Service Provider is required to notify the Builder's Scheme Agent and HBCF within 7 days of the due date of information requested from the Builder under Components 1 - 3 of the BCRP. The BCRP assessment can recommence on receipt of the requested information.
- (ii) **Project Commenced Notice** - The BCRP Service Provider is required to notify the Builder's Scheme Agent immediately on becoming aware that work has commenced and/or monies have been paid to the Builder under the building contract for the Project.

The Builder should contact their Broker to arrange for an application for retrospective insurance cover under the HBCF to be lodged with the Scheme Agent. Any approval by the Scheme Agent may require the Project to continue to be placed in the BCRP.

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