

# DSB TILING

Legislation obliges a contractor to give a copy of the Consumer building guide to consumers before entering into a home building contract.

*Home Building  
Contract for work  
over \$5000*

# DSB Tiling

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This publication can be viewed or printed from our website at [www.dsbtiling.com.au/contracts.php](http://www.dsbtiling.com.au/contracts.php)

This contract is recommended for home building work over \$5,000 such as a new home, large additions and residential swimming pool installations.

For home building work over \$1,000 up to the value of \$5,000 such as minor additions, repairs or improvements, our *Home Building Contract for work over \$1,000 up to \$5,000* should be used.

Work with a value more than \$20,000 requires the contractor to provide home warranty insurance to the owner.

This contract complies with the requirements of the *Home Building Act 1989*.

### **Disclaimer**

This publication is a plain language guide to your rights and responsibilities. It must not be relied on as legal advice. For more information please refer to the appropriate legislation or seek independent legal advice.

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# This contract starts here

## Signatures

Do not sign this contract unless you have read and understand the clauses as well as the notes and explanations contained in this document.

If you have answered 'no' to any question in the checklist, you may not be ready to sign the contract.



**Warning:** The contract price may increase in accordance with the contract terms. This is because not all costs can be absolutely determined at the outset although the contractor is obliged to make reasonable estimates given known conditions. The reasons for possible increases include:

- increase in taxes, eg. GST (Clause 3)
- Provisional Sums (Clause 10)
- Prime Cost Items (Clause 11)
- Variations, including those due to unforeseen matters or required by council (Clause 13)
- interest on overdue payments (Clause 14)
- Boundary Survey (Clause 20).



**Note:** Where the owner or the contractor is a company or partnership or the contract is to be signed by an authorised agent of the owner, the capacity of the person signing the contract, eg. director, must be inserted.

### Contract price

(including GST)

Amount in words

Owner's  
signature

Name (print)

Date

Contractor's  
signature

Name (print)

Date

# Introduction

Before signing, the owner should carefully go through all of the items in the checklist below. If you answer 'no' to any of the questions in the checklist you may not be ready to sign the contract. Both parties should take time to read and understand all the contract documents.

This contract should have been available to both parties in sufficient time to allow for reading and for advice to be obtained if necessary, prior to signature.

References to costs and prices throughout the contract are inclusive of GST where applicable (Goods and Services Tax levied by the Federal Government).

**Note:** *In this contract:*



*Refers to explanatory notes to owners.*



*Refers to explanatory notes of primary interest to contractors.*

## Checklist for owners entering building contracts

- 1) Does the contractor hold a current contractor licence? Yes  No
- 2) Does the licence cover the type of work included in the contract? Yes  No
- 3) Is the name and number on the contractor's licence the same as on the contract? Yes  No
- 4) Is the work to be undertaken covered in the contract, drawings or specification? Yes  No
- 5) Does the contract clearly state a contract price or contain a warning that the contract price is not known? Yes  No
- 6) If the contract price may be varied is there a warning and an explanation about how it may be varied? Yes  No
- 7) Are you aware of the cooling off provisions relating to the contract? Yes  No
- 8) Is the deposit within the legal limit? The limit is 10% for work costing \$20,000 or less or 5% for work costing more than \$20,000. Yes  No
- 9) Is the procedure for variations understood? Yes  No
- 10) Are you aware of who is to obtain any council or other approval for the work? Yes  No
- 11) Do you understand that the contractor must have a policy of home warranty insurance under the *Home Building Act 1989* and provide you with a certificate of insurance before receiving any money under the contract (including a deposit) or before doing any work for more than 20,000? Yes  No
- 12) Has the contractor given you a document that explains the operation of the *Home Building Act 1989* and the procedures for the resolution of contract and insurance disputes? Yes  No

## Signed copy of contract

Under the *Home Building Act 1989* a signed copy of the contract must be given to the owner within 5 clear business days after the contract is entered into.

Both the contractor and the owner should retain an identical signed copy of this contract including the plans, specifications and other attached documents. Make sure that you initial all attached documents and any amendments or deletions to the contract.

## Home warranty insurance

If the builder or tradesperson does not have home warranty insurance where the contracted work is valued over \$20,000 (including the cost of materials supplied by the contractor), they are committing an offence under the *Home Building Act 1989*. They also commit an offence if they demand or receive payment before providing the insurance certificate.

## Owners acknowledgment

I/we have been given a copy of the publication Consumer Building Guide and I/we have read and understand it.

I/we have completed the check list and answered 'Yes' to all items on it.



**Note:** Where the owner is a company or partnership or the contract is to be signed by an authorised agent of the owner, the capacity of the person signing the contract, eg. director must be inserted.

**Signature**

**Name** (print)

**Capacity** (print)

**Signature**

**Name** (print)

**Capacity** (print)



### **Home Warranty Insurance**

OK! You have completed the checklist and you may be ready to sign the contract. But before your contractor starts work, and before you pay any money, make sure that you have been given a certificate of home warranty insurance if your project is valued over \$20,000. Attach the certificate to this contract with the other contract documents. You will need to produce this certificate if you need to claim for any defective or incomplete work. Make sure the name and licence number of the contractor as shown on the certificate are exactly the same as those on the contract.

# Owner and Contractor details

## Notes, Explanations and Warnings

The notes, explanations and warnings that follow do not form part of the contract.

**Note:** The owner should check these details by contacting Fair Trading before signing the contract.

**Explanation:** A qualified supervisor is applicable unless the contractor's licence has the letter 'Q' shown in the right hand bottom corner.

**Warning:** If a payment is made by a business to another business when the payer has not received notification of the recipient's ABN (Australian Business Number) then the payer will be obliged to withhold tax as required by the ATO (currently 48.5%) and send it to the ATO.

**Warning:** The contract price may increase in accordance with the contract terms. This is because not all costs can be absolutely determined at the outset although the contractor is obliged to make reasonable estimates given known conditions. The reasons for possible increases include:

- Increase in taxes, eg. GST (Clause 3)
- Provisional Sums (Clause 10)
- Prime Cost Items (Clause 11)
- Variations, including those due to unforeseen matters or required by council (Clause 13)
- Interest on overdue payments (Clause 14)
- Boundary Survey (Clause 20).

<b>Owner</b>	
Name(s)	<input type="text"/>
	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	Postcode
Home phone	Work phone
Fax number	Mobile
Email	<input type="text"/>
<b>Contractor</b>	
Name (as shown on licence)	<input type="text"/>
Dean St Baker	<input type="text"/>
Qualified supervisor (if applicable)	<input type="text"/>
Australian Company Number (if applicable)	<input type="text"/>
Address (as shown on licence)	<input type="text"/>
	Postcode
Business address and address for service documents (if different from address on licence)	<input type="text"/>
	Postcode
Home phone	Work phone
Fax number	Mobile
Email	<input type="text"/>
Licence number	Expiry date
ABN	<input type="text"/>
Category of work shown on licence	<input type="text"/>
	<input type="text"/>
Address	<input type="text"/>
Where work has to be done (site)	<input type="text"/>
	<input type="text"/>
Title details	Deposited plan no.
Lot number	<input type="text"/>
Certificate of Title-Folio identifier	<input type="text"/>
Contract price* Amount in words	<input type="text"/>
	\$ / /

Contractor initials \_\_\_\_\_

Owner initials \_\_\_\_\_

# Clause 1

## Contract documents

**Note:** This contract is a legally binding agreement. The following 30 clauses set out the parties' rights and obligations.

Take time to read and understand the various clauses and do not sign unless you have read the checklist and answered 'yes' to all questions.

**Explanation:** The general conditions of contract contain the terms upon which the work is to be carried out and payment made.

The purpose of the specification is to describe the materials to be used and standard of workmanship to be observed.

The plans are the pictorial representation of the work.

The parties may also wish to include other documents, such as a final tender, an engineer's drawing, geotechnical report, council conditions of approval, sewer diagram, survey certificate, if applicable, as part of the contract and these need to be specified opposite.

**C Note:** Under the Home Building Act it is a requirement that the contract contain a sufficient description of the work. If there are plans and specifications, these must be attached as part of the contract.

**O Note:** The owner should check that the contractor is aware of any special finishes, appliances or materials required by the owner and that the specifications and plans incorporate those requirements.

**C If Home Warranty Insurance is not taken out before work begins; this is a breach of the Home Building Act and will affect a contractor's right to receive payment.**

This contract consists of owner, contractor, site and price details, the **Clauses 1** through to **30** (hereafter referred to as 'the contract conditions') and any additional conditions agreed to by the owner and contractor which must be in writing, together with the section for signatories and contract date appearing after the contract conditions.

All plans and specifications for work to be done under this contract, including any variations to those plans and specifications, are taken to form part of this contract.

Any agreement to vary this contract, or to vary the plans and specifications for work to be done under this contract, must be in writing signed by each party to this contract. The documents listed below also form part of this contract and must be attached:

Specifications: prepared by	No. of pages	Date
		/ /
		/ /
		/ /

Plans: prepared by	No. of pages	Date
		/ /
		/ /
		/ /

Other documents: prepared by	No. of pages	Date
		/ /
		/ /
		/ /

Certificate of home warranty insurance: Name of insurer	Certificate date or annual period

In the event of any difference or inconsistency between the above documents, the contractor must discuss the matter with the owner and attempt to seek agreement on the work to be performed or the materials to be used.

See dispute resolution procedures in **Clause 27**.

The additional conditions shall take precedence over the printed contract conditions where there is any inconsistency or ambiguity.

All items shown in the plans form part of the work to be performed under this contract unless specifically excluded by the contract conditions, including any additional conditions, specifications or other documents listed above.

*Items listed in the Excluded items schedule (opposite) are not included in this contract. The Schedule should be completed or marked 'Not Applicable'. If the Excluded items schedule is not completed it will be deemed to be not applicable.*

**Contractor**  
**initials** \_\_\_\_\_

**Owner**  
**initials** \_\_\_\_\_



## Excluded items schedule (items not included in contract)



**Note:** This schedule lists those items which are not included in the contract. You should carefully check the plans, specifications and other documents if applicable to ensure that there is no inconsistency between this schedule and those documents. (If space is insufficient attach a sheet referring to this schedule).


## Clause 2 Quality of construction

All work done under this contract will comply with:

1.
  - (a) the Building Code of Australia to the extent required under the *Environmental Planning and Assessment Act 1979* (including any instrument made under that Act)
  - (b) all other relevant codes, standards and specifications that the work is required to comply with under any law
  - (c) the conditions of any relevant development consent or complying development certificate
  - (d) any construction certificate and any other requirement of the relevant local council and any statutory authority whose approval or consent is required with respect to the work.
2. This contract may limit the liability of the contractor for a failure to comply with (1) if the failure relates solely to:
  - (a) a design or specification prepared by or on behalf of the owner (but not by or on behalf of the contractor), or
  - (b) a design or specification required by the owner, if the contractor has advised the owner in writing that the design or specification contravenes (1).

## Clause 3 General conditions of contract

It is agreed, subject to this and the other clauses of this contract, that:

- (a) the contractor will:
  - diligently proceed and complete all work to be done under this contract in a proper and workmanlike manner
  - supply all materials necessary for the completion of the work of the kind and quality stated in the plans and/or specifications
  - comply with all relevant Australian Standards, laws and the requirements of the relevant local council and all statutory authorities with respect to the work.
- (b) the owner will pay the contract price in the manner specified in this contract.

No alterations, additions or deletions to the clauses contained in this contract should be made unless reasons for such changes are provided in writing and both parties agree to the changes. If the changes are unclear, seek appropriate legal or technical advice. Where there are any changes to the clauses or where information is inserted in any of the boxes provided, the parties should initial their amendments or additions.

**Contractor  
initials**

**Owner  
initials**



The contractor must have home warranty insurance (for work over \$20,000) and provide the owner with a certificate of insurance applicable to the contracted work before commencement of work and before demanding or receiving any payment. Your contractor may be able to organize optional home warranty insurance for work up to \$20,000, and you can discuss this with your contractor.



The cooling off period may be shortened or deleted from the contract by an additional condition of the contract, provided the owner gives to the contractor a certificate by a legal practitioner that complies with s.7BA(5) Home Building Act. You should seek legal advice if the owners rights to a cooling off period is sought to be changed in any way.

Clause 17 of the Home Building Regulation 2004 provides that the cooling off provisions do not apply to contracts:

- (i) that are subordinate to a principal contract to do residential building work (eg. contracts between a licensed builder and a licensed sub-contractor)
- (ii) between a speculative licensed builder and a licensed trade contractor
- (iii) between a licensed contractor and a developer (as referred to in s.3A(1) of the Act)
- (iv) for work that is required to be completed urgently so as to rectify a potential hazard to the health or safety of persons or to prevent substantial damage to property
- (v) that are prepared by or on behalf of the owner.

The contract price includes all taxes (including GST) associated with the work. References to costs and payments are inclusive of GST where applicable. The contract price may be increased by the amount of any increase in tax or duty which is imposed after the date of this contract and which directly relates to work done or materials supplied under this contract.

The contractor warrants that as at the date of this contract, the contract price is based upon site inspections and all other investigations which would usually be undertaken by an experienced and competent contractor and includes all matters including equipment that could be reasonably expected to be necessary for the completion of the work covered by this contract. The contract price may be adjusted after the date of contract only in accordance with this contract.

## Cooling off period for contracts with price over \$20,000

Under the Home Building Act the owner may, by notice in writing, rescind the contract. The contract may be rescinded even if work has commenced under the contract.

The notice of rescission must be given to the contractor:

- (a) where the owner has been given a copy of the signed contract – within five (5) clear business days after being given a copy of the signed contract, or
- (b) where the owner has not been given a copy of the signed contract within five (5) days after the contract was signed – within five (5) clear business days after the owner becomes aware of being entitled to be given a copy of the signed contract.

The notice of rescission must state that the owner rescinds the contract, and must be given to the contractor by leaving it at the address shown as the contractor's address, or by any method of service provided by clause 28 of this contract.

If a notice of rescission is given to the contractor:

- (a) the contract is taken to be rescinded from the time it was signed, subject to (b), (c), (d) and (e) below
- (b) the contractor may retain out of any money already paid to the contractor the amount of any reasonable out of pocket expenses that the contractor incurred before the rescission
- (c) the contractor must refund all other money paid to the contractor under the contract by, or on behalf of, the owner at or since the time the contract was made
- (d) the owner is not liable to the contractor in any way for rescinding the contract
- (e) the contractor is entitled to be paid a reasonable price for any work carried out under the contract to the date the notice of rescission is given.



**Note:** A deposit must not be requested or paid until a home warranty insurance certificate has been given to the owner.

Any deposit amount must be specified opposite and must not exceed the maximum allowable under the law of:

- 10% if the contract price is \$20,000 or less, or
- 5% if the contract price exceeds \$20,000.

Certain deposits could attract GST liability eg. where deposit is forfeited or part of a payment. Any amount received by the contractor prior to the commencement of work irrespective of whether the payment is described as a deposit or a payment for any other reason must not exceed the maximum allowable deposit amount.



**Note:** The contractor should check that the owner's name stated on the contract is the same as that appearing on the certificate of title for the land. A letter from the lending authority or owner's bank may be requested in relation to capacity to pay.

It is an offence to commence work or demand payment before taking out home warranty insurance and providing a certificate to the owner. Failure to take out home warranty insurance may affect the contractor's right to payment.

## Clause 4 Deposit

The deposit under this contract will be:

**Amount in words**



## Clause 5 Commencement of work

The contractor must commence the work within \_\_\_\_\_ working days from:

- the date of this contract, or
- if the approval of the local council or other statutory authority has still to be obtained for the work, the date of written notification of that approval, or
- if the consent of the lending authority is required, the date of written notification of consent that the work may proceed whichever is latest.

The contractor may, by written notice, request the owner to provide satisfactory evidence of the owner's title to the land and capacity to pay the contract price and for any variations agreed to after the contract is signed.

If the owner fails to provide such evidence within 10 business days from receipt of such notice, the contractor may suspend the work under the contract in accordance with **Clause 24** or take action to end it in accordance with **Clause 26**.

**Contractor**  
**initials** \_\_\_\_\_

**Owner**  
**initials** \_\_\_\_\_



**Explanation:** The time allowed for completion should be realistic. The contract time should allow for any public holidays or periods when it is known the work will not be performed, for example the building industry shutdown over the Christmas period and industry rostered days off. Instances can occur when the time for completion has to be adjusted. See Clause 7.

**Explanation:** Delays can occur during the course of the work. The contractor is entitled to apply for a reasonable extension of time for completion.

In order to qualify for an extension of time the contractor must comply with the requirements set out in this clause.



**Note:** Disagreements may occur if a contractor fails to correctly claim for justified extensions of time. The contractor should ensure that the procedure set out in Clause 7 is always followed.

## Clause 6 Time for completion

The contractor must diligently proceed and complete the work within calendar weeks from the date the work is due to commence as referred to in **Clause 5**. The period of time allowed for completion has taken into account any public holidays and other days when it is known that work will not be performed. The time for completion may be subject to amendment in accordance with **Clause 7**.

## Clause 7 Extension of time

If the work is delayed by:

- inclement weather or conditions resulting from inclement weather
- any order of a court or tribunal that the work be suspended, unless that order resulted from the fault of the contractor
- any act or omission of the owner
- any industrial dispute affecting the progress of the work (not being a dispute limited to the site or limited to employees of the contractor)
- the unavailability of materials necessary for the continuation of the work, unless due to the fault of the contractor
- a variation to the work
- a suspension of the work by contractor under Clause 24, or
- any other matter, cause or thing beyond the control of the contractor, the contractor will be entitled to a reasonable extension of time to complete the work. **Both the contractor and owner (if applicable) must take all reasonable steps to minimise any delay to the work.**

If the contractor wishes to claim an extension of time, the contractor must notify the owner in writing of the cause and estimated length of the delay within 10 business days of the occurrence of the event or, in the case of a variation, from the date of agreement to the variation.

If the owner does not, within a further 10 business days, notify the contractor in writing that the extension of time sought is unreasonable, the completion date for the contract will be extended by the period notified to the owner.

If the owner gives the contractor written notice disputing the extension of time claimed, and no agreement can be reached on the time to be allowed, the dispute must be dealt with in accordance with the dispute resolution procedure (**Clause 27**).



**Explanation:** Should any defects or omissions become apparent after completion, refer to the Defects Rectification clause (Clause 23).

**Explanation:** Under the Home Building Act the contractor is required to give the warranties set out in this clause.

The statutory warranties in the contract are as printed in the Home Building Act. They require the contractor to provide a product as agreed, in a suitable state, fit for its intended purpose, complying with all relevant laws and within the agreed time, or if not agreed a time that is reasonable.



Paragraph (f) on this page relates to work where the owner makes known to the contractor the intended purpose of the works or the result the owner expects to achieve with the work. This warranty requires the contractor to use appropriate expertise to provide the stated and expected results.



**Note:** Any legal action for a breach of statutory warranties must be taken before the end of the warranty period for the breach ie. 6 years for a breach resulting in a structural defect (as defined in the regulations) or 2 years in any other case.

The warranty period starts on completion of the relevant work to which it relates (but this does not prevent proceedings from being commenced before completion of the work). However, if the work is not completed, the warranty period starts on:

- (i) the date the contract is terminated, or
- (ii) if the contract is not terminated – the date on which work under the contract ceased, or
- (iii) if the contract is not terminated and work under the contract was not commenced – the date of the contract.

If the breach of warranty becomes apparent within the last 6 months of the warranty period, proceedings may be commenced within a further 6 months after the end of the warranty period.

## Clause 8 Completion of work

The work will be complete when the contractor has finished the work in accordance with the contract documents and any variations, it is free of apparent defects, any damage of the kind referred to in **Clause 19** has been repaired, and all rubbish and surplus material has been removed from the site.

When the contractor believes the work is complete, the contractor must notify the owner in writing certifying that the work has been completed in accordance with this contract. Within 10 business days of receipt of written notice from the contractor, the owner must advise the contractor in writing of any items of work the owner considers to be incomplete or defective. If the owner does not so notify the contractor, the work will be taken to be complete.

The contractor must complete any outstanding work promptly and again notify the owner in writing. Unless the owner notifies the contractor in writing that any item is still incomplete or defective within a further 10 business days from receipt of notification by the contractor, the work will be taken to be complete.

Should there be any dispute between the parties as to whether the work has been completed, it must be dealt with in accordance with the dispute resolution procedure (**Clause 27**).

## Clause 9 Statutory warranties

The contractor warrants that:

- (a) the work will be performed in a proper and workmanlike manner and in accordance with the plans and specifications set out in the contract
- (b) all materials supplied by the contractor will be good and suitable for the purpose for which they are used and, unless otherwise stated in the contract, those materials will be new
- (c) the work will be done in accordance with, and will comply with, the Home Building Act or any other law
- (d) the work will be done with due diligence and within the time stipulated in the contract, or if no time is stipulated, within a reasonable time
- (e) if the work consists of the construction of a dwelling, the making of alterations or additions to a dwelling or the repairing, renovation, decoration or protective treatment of a dwelling, the work will result, to the extent of the work conducted, in a dwelling that is reasonably fit for occupation as a dwelling
- (f) the work and any materials used in doing the work will be reasonably fit for the specified purpose or result, if the owner expressly makes known to the contractor or another person with express or apparent authority to enter into or vary contractual arrangements on behalf of the contractor, the particular purpose for which the work is required or the result that the owner desires the work to achieve, so as to show that the owner relies on the contractor's skill and judgment.

These warranties do not in any way reduce or limit the contractor's obligations in relation to workmanship, materials, completion or other matters specified in **Clauses 3** and **4** or elsewhere in this contract. No provision of this contract can reduce, restrict or remove these statutory warranties.

**Contractor**  
**initials** \_\_\_\_\_

**Owner**  
**initials** \_\_\_\_\_

# Clause 10

## Provisional sums

**Explanation:** Provisional sums (including GST) are estimates of the cost of items of work included in the contract for which the contractor cannot give a definite price, for example, unforeseen rock excavation. An estimated cost is provided in the contract price which is adjusted after the work has been done. The contractor should ensure the estimate is realistic.

Provisional sums should only be used where the contractor cannot price the work before it is undertaken. If there is any doubt the owner should ask the contractor to fully explain the reasons why a fixed price cannot be given.

**Explanation:** Contractors normally include in the price for all work a margin to cover overheads, supervision and profit. The margin to be applied to the adjustment of provisional sums is to be inserted in the box opposite. The margin should not exceed 20%.

**Note:** The contractor should assess the suitability of the site for the proposed works and if tests are necessary they should be undertaken so that a price for that area of work can be included in the fixed price of the contract.

**Note:** Provisional sums should only be used where the contractor cannot give a definite price for the work. If there is any doubt the owner should seek an explanation from the contractor. Excessive use of provisional sums should be avoided. When it is difficult for the contractor to estimate quantity, for example the extent of rock to be excavated or concrete piers required, a rate item should be provided. The allowed rate should be multiplied by the contractor's estimate of the quantity to arrive at a provisional sum allowance. When the provisional sum is adjusted the rate will be multiplied by the actual quantity and the contract price adjusted.

**Note:** In the case of rates for excavation of rock, discuss the need for a geotechnical survey to more accurately assess the quantity. If the quantities are not carefully estimated, the contract price may vary significantly.

The contract price includes the items of work set out in the provisional sums schedule for which the contractor cannot give a definite price. The provisional sums schedule set out the amount allowed for the cost of each item of work, including GST.

The contractor warrants that the provisional sums allowed have been estimated with reasonable care and skill, and in light of information necessary and available at the date of this contract and taking into account such factors as a competent and experienced contractor should have taken into account in estimating the provisional sums.

The contractor must also offer to the owner or the owner's representative the opportunity, with adequate written notice, to be present at the site during the performance of any work included in the provisional sums schedule in order to verify the actual cost of the work. The contractor does not have to delay the work if the owner is unable to attend at the time the work is to be performed.

If the actual cost to the contractor is greater than the provisional sum allowed, the excess amount together with the contractor's margin of  % on the excess, to cover overheads, supervision and profit shall be added to the contract price, along with the additional GST. If the actual cost to the contractor is less than the provisional sum allowed, the contract price will be reduced by the difference between the provisional sum allowed and the actual cost.

Any such addition or deduction will be taken into account in the next progress payment or as agreed between the parties.

**The contractor must provide a copy of any relevant invoice, receipt or other document evidencing the actual cost of the work included in the provisional sums schedule at the time payment is requested.**

### Provisional sums schedule

Item of work	Quantity	Unit	Dollar rate per unit	Provisional sum (including GST)
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

(If space is insufficient, attach a sheet referring to this schedule)

**Total cost**

\$


Contractor  
initials


Owner  
initials

# Clause 11

## Prime cost items schedule

**Explanation:** It is always best to obtain a fixed price for all work under the contract. However, certain fixtures and fittings may need to be selected after the signing of the contract. These items may include the stove, or special kitchen and bathroom products. Where such items are specified as prime cost items the contractor will allow in the contract price an amount which should cover the expected cost of the item.

 **Explanation:** Contractors normally include in the price for all work a margin to cover overheads, supervision and profit. The margin to be applied to the adjustment of provisional sums is to be inserted in the box opposite. The margin should not exceed 20%.

 **Note:** The owner should ensure that the contractor is given sufficient details of the type and quality of items to be selected so that the contractor can quote accurately.

The contract price includes the items specified in the prime cost items schedule which the owner has not selected at the date of this contract and for which the contractor cannot give a definite price. The amounts allowed are for the cost of each item, including GST.

The installation of prime cost items and connection to services, unless otherwise specified, is included in the contract price.

The contractor warrants that the prime cost items have been estimated with reasonable care and skill, and in light of information necessary and available at the date of this contract and taking into account such factors as a competent and experienced contractor should have taken into account in estimating the likelihood of such items being required and their likely cost.

The owner must select each item in conjunction with advice from the contractor within sufficient time so as not to cause any delay to the work. The contractor must give the owner adequate written notice as to when a selection of each item is required in order to avoid any delays.

If the actual cost to the contractor is greater than the prime cost amount allowed, the excess amount together with the contractor's margin of       %       on the excess, to cover overheads, supervision and profit shall be added to the contract price, along with the additional GST. If the actual cost to the contractor is less than the amount allowed, the contract price will be reduced by the difference between the amount allowed and the actual cost.

The contractor must provide a copy of any relevant invoice, receipt or other document evidencing the purchase price of the item at the time payment is requested. If the contractor purchases a prime cost item, any discount for prompt payment will be allowed in favour of the contractor. All written warranties for such items must be given to the owner on completion of the work and must be enforceable by the owner.

### Prime cost items schedule


Item	Prime cost amount (including GST)
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
(If space is insufficient, attach a sheet referring to this schedule)erring to this schedule)	<b>Total cost</b> \$

**Contractor initials** \_\_\_\_\_ **Owner initials** \_\_\_\_\_

# Clause 12

## Progress payments

**Explanation:** Progress payments are usually made at specific stages as the work proceeds. These payments, which include GST, should equate to the value of work done. Note, a lending authority may have certain requirements for progress payments and the parties should check these. If the lending authority has any special requirements for progress payments there may be a need to include an additional clause in the contract covering them.

 **Note:** If the owner makes a progress payment but is concerned with any aspect of the work the owner should promptly advise the contractor in writing of these concerns. If the owner has any doubt, they should consider obtaining independent advice from a building consultant, architect or quantity surveyor. Should there be a dispute in relation to any part of the work the parties should try to agree on an appropriate amount to be deducted from the progress claim until the dispute is resolved.

The owner must pay the contract price by progress payments within 5 business days of the completion of the stages of the work nominated in the schedule of progress payments. The contractor must notify the owner in writing when a stage of the work has reached completion. A stage of work has reached completion when it has been finished in accordance with the contract documents and any variations agreed to and is free of apparent defects. Any deposit paid must be deducted from the first progress payment.

Despite the preceding paragraph, if the owner's lending authority (if applicable) is to make all or any progress payments, then the contractor agrees to accept the usual payment terms (including the need for inspections and certificates required by the lending authority) in place of the requirements specified in the preceding paragraph.

### Schedule of progress payments (to be completed by parties)

Stages of work (payments to be made at completion of the stage)	Amount (including GST)
1	
(less deposit: \$ )	\$
2	\$
3	\$
4	\$
5	\$
6	\$
7	\$
8	\$
9	\$
10	\$
<i>(If space is insufficient, attach a sheet referring to this schedule)</i> <b>Total</b>	\$

Payment of a progress payment is not to be regarded as acceptance by the owner that the work has been completed satisfactorily or in accordance with the contract documents.

If there is any bona fide dispute in relation to the value or quality of work done, the dispute must be dealt with in accordance with the dispute resolution procedure set out in **Clause 27**. In those circumstances, the parties agree as follows:

- (a) the owner may withhold from the progress payment, an amount estimated by the owner, acting reasonably, equal to the owner's estimate of the value of the disputed item
- (b) the contractor must continue to carry out its obligations under this contract pending resolution of the dispute.

**Contractor  
initials** \_\_\_\_\_

**Owner  
initials** \_\_\_\_\_





**Note:** These stages should correspond with those in the 'Schedule of Progress Payments' under Clause 12.

### Schedule for payments inspections

Stages of work	Amount (including GST)
1	\$
2	\$
3	\$
4	\$
5	\$
6	\$
7	\$
8	\$
9	\$
10	\$
<i>(If space is insufficient, attach a sheet referring to this schedule)</i>	<b>Total</b> \$

## Clause 13 Variations

**Explanation:** If, after work has commenced, the owner decides to delete, alter or add to the work to be done, a variation to the contract may be required. The work also may be varied at the request of the contractor, due to a requirement of the council or other authority, or a matter which could not be foreseen at the time of signing the contract.

**Note:** Copies of letters and notices relating to variations should be kept by both parties.

The work to be done or materials used under this contract may be varied:

- at the request of the owner, or
- at the request of the contractor. If the necessity for the variation is due to the fault of the contractor the owner will not be liable for any increase in the contract price, or
- due to such other matters that could not reasonably be expected to be foreseen by an experienced, competent and skilled contractor for the completion of the work at the date of the contract, or
- due to a requirement of a council or other statutory authority relating to the work, if at the date of this contract such requirement could not reasonably have been foreseen by the contractor.

### Procedure for variations

- Before commencing work on a variation, the contractor must provide to the owner a notice in writing containing a description of the work and the price (including GST). If not otherwise specified, the price will be taken to include the contractor's margin for overheads, supervision and profit. **The notice must then be signed and dated by both parties to constitute acceptance.**
- If the time for completion will be delayed by the variation the contractor must include in the notice an estimate of the additional time required. Any extension of time must be dealt with in accordance with **Clause 7**.
- The requirement for variations to be in writing does not apply if there is likely to be a danger to any person or damage to property, and the work could not be done promptly if the variation had to be put in writing before commencing the work.
- Variations shall be subject to the overall conditions of this contract.

**Contractor  
initials** \_\_\_\_\_

**Owner  
initials** \_\_\_\_\_



**Explanation:** Contractors normally include in the price for all work a margin to cover overheads, supervision and profit. The margin to be applied to the adjustment of prime cost items is to be inserted in the box opposite. This margin should not exceed 20%.



**Note:** The contractor will have to account for GST 21 days after the end of the tax period in which an invoice (ie. claim for payment) is issued or the payment is received, whichever is earlier.

## Adjustment of contract price

The cost of deletions from the contract will be deducted from the contract price. The price of any variation specified in the notice signed and dated by both parties will be added to the contract price.

Any adjustment to the contract price due to an agreed variation will be taken into account at the time of the next progress payment or paid as agreed by the parties.

## Right to terminate the contract for variations due to unforeseen matters or a requirement of council or other statutory authority

If the work must be varied due to a matter that could not reasonably be expected to be necessary for the completion of the work or a requirement of the council or other statutory authority which was not known at the date of this contract and the owner notifies the contractor in writing that the owner is unable to meet the cost of that variation, then the owner will be entitled to terminate the contract by notice in writing to the contractor (**Clause 25**).

If the contract is so terminated, the contractor is entitled to payment:

- in accordance with **Clause 12** in respect of completed stages
- the actual cost of the work done since the completion of the last stage, and for any materials on the site, together with a margin of \_\_\_\_\_% for profit, supervision and overhead on the cost of that work and materials, and GST payable.

## Clause 14 Time for payments

When the contractor gives the owner a written claim for a progress payment or other amount due under the contract, the owner must pay, unless the owner notifies the contractor in the manner stated below, the amount of the claim within 5 business days of receipt of the claim (which must not be less than 5 business days). However, the preceding sentence is subject to any contrary term or condition specified in **Clause 12**.

If the owner disagrees that the contractor is entitled to be paid a progress claim or other amount due under the contract, the owner must notify the contractor in writing within 5 business days of receiving the claim setting out the reasons for that disagreement. If there is any dispute between the parties relating to a payment under the contract it must be resolved according to the dispute resolution procedure set out in **Clause 27**.

If the owner fails to pay the amount of a claim in part or in full by the due date and fails to give notice disputing the claim to the contractor, interest at the current bank rate (as defined in **Clause 30**) will be payable to the contractor on the amount outstanding for the period overdue. However, if the owner gives notice of a dispute in accordance with the dispute resolution clause (**Clause 27**), interest at the current bank rate will only be payable if the dispute is resolved in favour of the contractor and shall be calculated from the time when payment would have otherwise been due.

## Clause 15 Final payment

When the work is complete in accordance with **Clause 8** the owner must pay the amount remaining unpaid under the contract. Payment must be made in the manner specified in **Clause 14**. If the amount is not paid, interest in accordance with **Clause 14** applies.

On receipt of the final payment, the contractor must hand over to the owner all guarantees, instruction manuals and the like unless already provided and all keys relating to the work, together with any certificate or approval which may have been provided by any public authority relating to the work.

## Clause 16 Work done and/or materials supplied by owner

**Explanation:** If the owner is to perform any of the work or provide any items or materials they must be specified in the space provided. Ensure the items are clearly and fully described.



**Note:** If the work to be done by the owner requires council approval an owner-builder permit may be required. The owner should contact Fair Trading to check. Also the owner should check with his or her insurer the need to take out separate insurance.

The owner should advise the contractor when the work will be done so as to avoid any delay in the work under the contract. If the owner is to arrange for the installation of swimming pool fencing the owner should discuss with the contractor when this will need to be done.

The owner should check with the contractor that any materials to be supplied by the owner are suitable for their purpose.

- The owner will carry out the work and supply the materials described below. The cost of that work and materials is not included in the contract price.

### Work and materials by owner


- The owner will supply the materials set out below. The cost of these materials is not included in the contract price. The cost of installation by the contractor is included in the contract price.

### Materials only by owner


The owner must diligently carry out the work and supply the materials described above to avoid undue delay to the work under the contract.

Contractor  
initials \_\_\_\_\_

Owner  
initials \_\_\_\_\_



**Note:** As a general rule, all necessary building and other approvals for the work should be obtained prior to the signing of the contract. If any approvals will have to be obtained after the date of the contract the parties should carefully note the provisions of Clause 17. The Council may require a security deposit covering possible damage to kerbs. The owner should pay such deposits to ensure refunds are payable. Refer to Clause 19 regarding rectification of damage to kerbs.

## Clause 17 Approvals

Unless obtained by one of the parties prior to the date of the contract, the contractor must promptly apply for, and bear the cost of, all necessary application fees for approval of the work. The contractor must also apply for and obtain, at its expense, all approvals required from any public authority to occupy and use the completed work. The cost of doing so and all fees are included in the contract price.

The contract price does not include the cost of local government security deposits and these must be met by the owner.

If the contractor is required to obtain approvals before starting work under this contract and all necessary approvals have not been obtained within 60 business days of the date of this contract, either party may terminate the contract by notifying the other party in writing at the expiry of the 60 business day period.

If the contract is terminated in accordance with this clause, the contractor is entitled to be paid all reasonable costs associated with applying for the approvals to the date the contract is terminated together with the contractor's margin on these costs.

If a deposit has been paid by the owner which is in excess of the amount payable to the contractor, the excess must be refunded to the owner within 5 business days of the termination of the contract.

## Clause 18 Compliance with requirements of local statutory authorities

In carrying out the work the contractor must comply with the codes, standards, specifications and conditions of consent as set out in [Clause 3](#).

If, due to such a requirement, the plans or specifications have to be amended, the contractor must immediately advise the owner in writing explaining the reason for the change. Any agreement to vary the plans and specifications for the work must be in writing and signed by both parties.

Any changes to be made to the work or materials to be used, provided they are not as a result of any fault on the part of the contractor, will be dealt with as variations in accordance with [Clause 13](#).

The contractor must make good, at the contractor's own cost, any damage to footpaths and kerbs to the council's satisfaction.

### Standards and tolerances

The *Home Building Act 1989* stipulates that the work will be performed in a proper and workmanlike manner, and in accordance with the plans and specifications set out in the contract. Unless otherwise stated these must comply with the Building Code of Australia, to the extent required under the *Environmental Planning and Assessment Act 1979* (including any instrument made under that Act), Australian Standards and relevant NSW legislation.

Changes in climate or geographic conditions can cause movement and variations in building work. Not all variations are a defect. The Building Code of Australia and the relevant Australian Standards specify what are considered acceptable minimum levels of performance.



**Note:** The contractor should discuss with the owner the question of access to the site and materials handling before signing the contract. If there are any special site conditions which may present problems during the course of the work, for example due to wet weather, agreement should be reached as to how to deal with this matter and who is to pay for any additional cost which may be incurred.



**Note:** Serious consequences can arise if the work is inadvertently performed on land not belonging to the owner. If there is any doubt the contractor should arrange for a boundary survey.

**Explanation:** It is common practice in the building industry for work to be performed by sub-contractors and the contractor is allowed to do so under this contract. Assignment is the transfer of a party's rights and obligations under the contract to a third party. The contract prohibits assignment without the consent of both the owner and contractor.

## Clause 19

### Access to site and materials handling

The contractor must do all work necessary to provide access to the site for vehicles and other equipment required by the contractor to carry out the work, and the cost of providing such access to the site is included in the contract price.

The contractor must bear all costs involved in the delivery of materials to the work, handling of materials, the removal and disposal from the site of rubbish, surplus material, excavated material, vegetation and demolished or dismantled structures.

The contractor shall be liable to the owner for any damage to kerbs, gutters, paving, underground services, drains, structures or other property on the site caused by the negligence or default of the contractor, any employee or subcontractor of the contractor as a consequence of carrying out the work.

The contractor must allow the owner, any person authorised by the owner or an authorised officer of the lending authority, if any, access to the site to view and inspect the work in progress.

The owner must allow the contractor, and any employee or sub-contractor of the contractor, access to the site during the currency of this contract.

The owner or the owner's representative must communicate and deal with the contractor personally or with such person nominated by the contractor as the contractor's authorised representative.

The owner must not give directions to the contractor's employees or sub-contractors.

## Clause 20

### Identifying the site

The contractor is responsible to ensure that the work is carried out on the owner's land. If there is any doubt as to the correct location of the boundaries, the contractor must take all necessary steps to determine their position. If the position of the boundaries can only be determined by a boundary survey, the contractor, at the owner's cost, must provide a boundary survey. However, the contractor must notify the owner in writing prior to obtaining the survey including a proper estimate of the cost of the survey.

## Clause 21

### Assignment and sub-contracting

Neither the owner nor the contractor may assign their rights or obligations under the contract without the prior written consent of the other party, such consent not to be unreasonably withheld.

The contractor may sub-contract any part (but not the whole) of the work without the owner's consent but is not relieved from the responsibility under this contract for that work.

**Contractor**  
**initials** \_\_\_\_\_

**Owner**  
**initials** \_\_\_\_\_

# Clause 22

## Insurance

**Explanation:** This Clause is not concerned with home warranty insurance (covering defective work or breach of contract). Contact Fair Trading for information on that subject.

**Note:** If value of work exceeds \$20,000 (including the cost of materials supplied by the contractor), a certificate of insurance covering the work against defective work or breach of contract is required by the Home Building Act to be given to the owner before work commences or a deposit is paid.



**Note:** If in doubt, the owner should check with his or her own insurer whether the cover to be provided is adequate.

The contractor must effect and maintain the following insurances until completion of the work:

- public liability insurance to cover liabilities to third parties resulting from death or personal injury or from damage to property for an amount not less than \$5 million
- property damage insurance in respect of the work, including the work in progress, any associated temporary work and materials on the site, for the full reinstatement and replacement cost plus an amount of not less than 10% of the estimate of the full reinstatement and replacement cost to cover removal of debris, demolition, architects and other consultant's fees. The interest of the owner must be noted on the policy and the policy must where possible contain a 'cross-liability' clause. This insurance must cover loss by accident, theft, fire, explosions, lightning, hail, storm and tempest, vandalism and civil commotion
- employer's liability and worker's compensation insurance.

### Settlement of claim

On settlement of any claim for damage to the work the contractor must diligently proceed to rebuild, replace or repair the work. The contractor will not be entitled to any payment other than for the amount of the claim payment received from the insurer for the claim for the rebuilding, replacement or repair of the work.

### Evidence of insurance

Prior to the commencement of the work, and on request by the owner at any time thereafter, the contractor must provide to the owner evidence in writing that insurances required by this contract have been obtained and are current. The evidence must include properly completed certificates of currency and copies of the relevant policies (unless these are not reasonably obtainable from the insurer or insurance broker). If the contractor fails to provide such evidence, or if any of the insurances required by this contract have not been taken out by the contractor, the owner may arrange the insurance and deduct the cost from payments then or subsequently due to the contractor.

### Indemnity

The contractor indemnifies the owner against any liability or loss in respect of death or personal injury or property damage (including damage to or loss of goods or materials on site including the work under the contract) arising out of, or as a consequence of, the carrying out of the work. However, if such liability or loss arises in whole or in part through the negligence of the owner or owner's representative the extent of the contractor's indemnity will be reduced by the extent to which the negligence of the owner or owner's representative contributed to such liability or loss.

## Clause 23

### Defects rectification

**Explanation:** After the work has been completed omissions and defects may become apparent. The defects rectification period is intended to allow the owner to bring these matters to the attention of the contractor so that the contractor may attend to them.

It is not intended that the defects rectification period be used to finish items of work which should have been completed to achieve completion of the work in accordance with Clause 8.

The contractor must rectify omissions and defects in the work which become apparent within the period of 13 weeks from the date the work has been completed. The date of completion shall be determined in accordance with **Clause 8**.

The owner must notify the contractor in writing of any omissions or defects which need to be made good no later than 10 business days after the expiry of the 13 week period. The contractor must rectify the omissions and defects at the contractor's own cost within 30 business days from receipt of such notification and the owner must give the contractor reasonable access for this purpose.

In respect of major omissions and defects in the work, a further defects liability period of 13 weeks from the date the work has been completed will apply.

If there is a dispute between the parties as to whether any item of work is defective, has been omitted or has been satisfactorily rectified the dispute must be dealt with in accordance with the dispute resolution clause (**Clause 27**).

## Clause 24

### Suspension of work by contractor

If the owner, without reasonable and substantial cause:

- fails to provide satisfactory evidence of title to the land and/or capacity to pay the contract price, including any variations
- fails to pay a progress payment or any other amount due to the contractor within the time allowed, but only if the owner fails to pay the progress payment or other amount due after a written notice from the contractor requiring payment within a further period of 5 business days
- fails to advise the contractor promptly of any requirement of or notice from a statutory authority or the lending authority, if any, that affects the work
- fails to perform any work or supply materials as specified in **Clause 16** which prevents the contractor from continuing with the work under the contract
- denies the contractor or the contractor's sub-contractors access to the site so as to prevent the work from proceeding, or otherwise prevents the contractor from carrying on the work; or if the owner becomes bankrupt, assigns assets for the benefit of creditors generally, makes a composition or other arrangement with creditors or, if the owner is a company, goes into liquidation or receivership or is otherwise without full capacity,

the contractor may, without prejudice to any other rights under the contract, suspend the work by giving written notice to the owner in accordance with **Clause 28** (Giving of Notices) specifying the reason.

If the owner remedies the default, the contractor must recommence the work within 10 business days unless the contractor has ended the contract under **Clause 26**.

Contractor  
initials \_\_\_\_\_

Owner  
initials \_\_\_\_\_

# Clause 25

## Termination of contract by owner

**Explanation:** Clauses 25 and 26 set out the circumstances in which the contract may be ended by either the owner or contractor. The consequences for wrongfully ending the contract may be serious and you should seek independent advice if you are not sure of your right to do so.

### Due to the fault of the contractor

If the contractor:

- is unable or unwilling to complete the work or abandons the work
- suspends the work before completion without reasonable cause
- becomes bankrupt, assigns assets for the benefit of creditors generally, makes a composition or other arrangement with creditors or, if the contractor is a company, goes into liquidation or receivership or is otherwise without full capacity
- fails to proceed diligently with the work
- fails to remedy defective work or remove faulty or unsuitable materials, or
- without reasonable cause fails to comply with an order or direction of a public authority with respect to defective or incomplete work, which would substantially affect the quality and/or progress of the work,

the owner may, if such default can be remedied, notify the contractor in writing that unless the default is remedied within 10 business days or such longer period as specified, the owner will terminate the contract.

If the contractor does not comply with the owner's request within the time allowed, or if the default cannot be remedied, the owner may terminate the contract by giving written notice to that effect to the contractor.

If the owner terminates the contract due to the fault of the contractor, any unfixed materials or fittings on the site may be retained by the owner. Following the issue of a notice by the owner under this Clause no unfixed materials or fittings shall be removed from the site by the contractor.

If the reasonable cost of completion of the work exceeds that which would have otherwise been due under the contract the difference will be a debt payable by the contractor to the owner. Should the reasonable cost of completion be less than otherwise due under the contract the difference will be a debt payable to the contractor.

Until completion of the work the contractor will not be entitled to any further payment under this contract. However, nothing contained in this clause may take away any right the contractor may have to payment under the dispute resolution procedure in [Clause 27](#).

### Other than due to the fault of the contractor

The owner may also terminate the contract by notice in writing to the contractor in the following circumstances:

- if the owner, within the cooling off period, does not wish to proceed with the contract (see [Clause 3](#))
- if all necessary approvals for the work have not been obtained within 60 business days of the date of the contract (see [Clause 17](#)), or
- if the owner is unable to meet the cost of a variation due to a matter that could not reasonably be expected to be necessary for the completion of the work or a requirement of the council or other statutory authority (see [Clause 13](#)).

A notice required under this Clause must be given in accordance with [Clause 28](#).

If the owner ends the contract in the above circumstance, the contractor may remove from the site and retain all unfixed materials, fittings and equipment supplied by the contractor.



# Clause 26

## Termination of contract by contractor

### Due to the fault of the owner

If the owner:

- fails to provide satisfactory evidence of title to the land or capacity to pay the contract price including any variations (see [Clause 5](#))
- fails to pay a progress payment or other amount due under the contract (see [Clause 14](#))
- becomes bankrupt, assigns assets for the benefit of creditors generally, makes a composition or other arrangement with creditors or, if the owner is a company, goes into liquidation or receivership or is otherwise without full capacity
- denies access to the site to the contractor, the contractor's employees or sub-contractors so as to prevent the work from proceeding (see [Clause 19](#))
- fails to perform any work or supply materials as specified in [Clause 16](#) which prevents the contractor from continuing with the work under the contract or otherwise obstructs the contractor from performing the work
- fails to rectify a cause of suspension under [Clause 24](#) within the time specified in [Clause 24](#), or
- without the consent of the contractor prior to completion of the work enters into occupation or otherwise obstructs the contractor from performing the work,

the contractor may, where such default can be remedied, notify the owner in writing that unless the default is remedied within 10 business days or such longer period as specified, the contractor will terminate the contract.

Unless the owner complies with the contractor's request within the time allowed, or if the default cannot be remedied, the contractor may terminate the contract by giving written notice to this effect to the owner.

If the contractor terminates the contract under this clause, the contractor may remove from the site and retain all unfixed materials, fittings and equipment supplied by the contractor and will be entitled to recover all losses and expenses arising from the termination of the contract or to offset such amounts from any amount due to the owner.

### Other than due to the fault of the owner

The contractor may terminate the contract by notice in writing to the owner if all necessary approvals for the work have not been obtained within 60 business days of the date of the contract, unless failure to obtain those approvals is due to the act, omission or default of the contractor (see [Clause 17](#)).

A notice required under this clause must be given in accordance with [Clause 28](#).

**Contractor  
initials** \_\_\_\_\_

**Owner  
initials** \_\_\_\_\_

## Clause 27 Disputes

**Note:** If you have a dispute you should firstly discuss the matter with the other party. Serious disputes can often be avoided by good communication between owner and contractor. It is suggested that in the event of a dispute the parties meet as soon as possible and by discussion endeavour to resolve the matter. Make sure you understand your obligations under the contract. If necessary, obtain independent advice. The dispute resolution procedure is aimed at reducing the need for possible costly litigation. Fair Trading can investigate a complaint from an owner and may issue an order requiring a contractor to rectify or complete work or to rectify any damage. For further details refer to Part 3A Division 2 Home Building Act.



If the dispute cannot be resolved informally the owner may contact Fair Trading for information.

**Note:** A copy of any notice given under the contract should be kept. Where a notice is given other than by handing to the other party, the person who gave notice should follow up to ensure it is received.

- If the owner or contractor considers that a dispute has arisen in relation to any matter covered by this contract, either during the progress of the work, after completion of the work or after the contract has been terminated, that person must promptly give to the other party written notice of the items of dispute.
- If the dispute is not resolved informally following such notification, the parties may confer with a mutually agreed third party whose role will be to assist in the resolution of the dispute by mediation or expert appraisal of the work.
- If the parties do not agree to confer with a third party to assist in the resolution of the dispute, or if the dispute is not resolved following the assistance of such a third party, the owner may notify Fair Trading that a building dispute exists and seek the assistance of Fair Trading to resolve the dispute.
- **Even if a dispute has arisen the parties must, unless acting in accordance with an express provision of this contract, continue to perform their obligations under the contract so that the work is completed satisfactorily within the agreed time.**

## Clause 28 Giving of notices

If the contract requires or permits a party to give a notice, consent, or other communication in writing to the other party, it must be given by either:

- handing it to the other party
- leaving it with a person, apparently over the age of 16, at the other party's business or residential address, or
- by registered post to the last known address of the other party.

## Clause 29 Copyright

The party supplying any plans or specifications (documents) for use under this contract warrants that they may be used for the purposes of this contract and indemnifies the other party against any liability or cause of action by any person claiming ownership or copyright in respect of the documents or arising out of their use.

If the contractor prepares the documents under the direction of the owner or from sketches supplied by the owner which may infringe the copyright of another person, the owner indemnifies the contractor against any legal action in respect of a breach of copyright by the contractor.

If the contractor prepares the documents the contractor retains copyright in those documents but the owner will, provided the contractor has been paid for those documents, be entitled to complete the work in accordance with those documents.

## Clause 30 Definitions

### In the printed general conditions of contract

- Words imparting the singular include the plural and vice versa.
- A reference to the male gender includes the female and a reference to a person includes a partnership and a company.
- The current bank rate is the Commonwealth Bank Overdraft Index Rate as published from time to time plus 2% per annum.
- ‘Lending authority’ means a bank, building society or other financial institution which lends the owner the contract price or any portion of that amount.
- ‘GST’ means Goods & Services Tax – a tax levied by the Federal Government on the supply of goods and services.
- ‘Business day’ means any day other than a Saturday, Sunday, public holiday or 27, 28, 29, 30 or 31 December.
- A reference to ‘include’ or ‘including’ or ‘for example’ in a list means that items not listed may be included.
- A reference to any legislation includes any statutory modification, re-enactment, substitution and any subordinate legislation issued under that legislation.
- A reference to any party includes that party’s executors, administrators, successors and permitted assigns.
- A provision of or a right created under this contract may not be:
  - (i) waived, except in writing signed by the party granting the waiver, or
  - (ii) varied, except in writing signed by the parties.
- The rights, powers and remedies provided in this contract are cumulative with, and are not exclusive of, the rights.

**Contractor  
initials** \_\_\_\_\_

**Owner  
initials** \_\_\_\_\_

# Record of adjustments and variations



Use this space to keep a record of adjustments and variations to the contract.

**(This is not part of the contract)**

**Contract price stated in contract** (Clause 1)  
(includes amounts listed in Provisional Sums Schedule)

\$

**Adjustments** (if any)

Provisional sums (Clause 10) and Prime Cost items (Clause 11)

Items	Clause (10 or 11)	Sum allowed	Actual amount	Adjustment (+ or - amount)
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
<b>Total</b>				\$

**Variations** (Clause 13)

Date agreed	Brief details	Additional or deleted cost (+ or - amount)
1 / /		\$
2 / /		\$
3 / /		\$
4 / /		\$
5 / /		\$
6 / /		\$
7 / /		\$
8 / /		\$
9 / /		\$
10 / /		\$
<b>Total</b>		\$

**Contractor  
initials** \_\_\_\_\_

**Owner  
initials** \_\_\_\_\_

# Payments made



Use this space to keep a record of payments made. In all cases a written receipt for a payment should be obtained.

*(This is not part of the contract)*

## Payments made

Date agreed	Stage	Amount
/ /	Deposit	\$
/ /		\$
/ /		\$
/ /		\$
/ /		\$
/ /		\$
/ /		\$
/ /		\$
/ /		\$
/ /		\$
/ /		\$
Total		\$

## Notes

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Contractor  
initials \_\_\_\_\_

Owner  
initials \_\_\_\_\_