

# Director of Consumer Affairs Victoria

## Approved Domestic Building Contracts Checklist

### Section 31(1)(r) of the *Domestic Building Contracts Act 1995*

This checklist must be included in major domestic building contracts entered into from 1 September 2016 in substantially the same form or to the same effect as follows.

#### Before signing this legally binding contract, check this list:

If the cost of the building work is more than \$16,000, has an insurance policy or certificate of currency for domestic building insurance covering your project been issued and provided to you?

(Note: If not, the contract is conditional upon you receiving either an insurance policy or a certificate of currency for domestic building insurance.)

Yes

No

If this contract is conditional upon you receiving written approval for finance, have you obtained such approval?

Yes

No

Have you appointed a private building surveyor or has a municipal building surveyor been engaged?

(Note: If not, you will need to choose and engage a building surveyor before your building work starts so that a building permit can be issued for your building work.)

Yes

No

#### If you answer 'NO' to any of the following questions that apply to your building project, you are not ready to sign the contract:\*

Have you had this contract long enough to read and understand it?

Yes

No

Have you been provided with evidence that the builder named in this contract is registered with the Victorian Building Authority?

Yes

No

Are the price and progress payments clearly stated?

Yes

No

Do you understand how the price is calculated and may be varied?

Yes

No

Has the builder assessed the suitability of the site for the proposed works? If tests are necessary, have they been carried out?

Yes

No

If a deposit is payable, is it within the legal limit? The maximum under the *Domestic Building Contracts Act 1995* is:

10% if the price is less than \$20,000, or

5% if the price is \$20,000 or more.

Yes

No



Is the work shown and described clearly in the contract, plans and specifications and any other relevant documents (such as engineering computations or soil report)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are your special requirements or standards of finish included in the plans and specifications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are the commencement date and completion date clearly stated or capable of being worked out?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you understand the procedure for extensions of time?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are any 'provisional sums' or 'prime cost items' clearly stated in the schedules and understood by you?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you understand the procedure for variations of plans and specifications?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you understand the circumstances in which you can end the contract?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Did your builder give you a copy of the Domestic Building Consumer Guide?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, insert the date on which you were given a copy of this guide dd/mm/yyyy	<input type="text"/>			
Have you read the Domestic Building Consumer Guide and the related information at <a href="http://www.consumer.vic.gov.au/buildingguide">www.consumer.vic.gov.au/buildingguide</a> ?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**This checklist does not form part of the contract.**

**I/we have read and completed this checklist:**

Signature/s	<input type="text"/>
Date dd/mm/yyyy	<input type="text"/>

\* **Note:** Not all of these questions will apply to a domestic building contract that covers a limited scope of work, for example, a contract that is limited to the preparation of building plans and specifications.

