

Reducing the risk of things going wrong

Most work you may have done on or around your home should be undertaken by QBCC-licensed contractors (including builders, trade contractors and building designers).

The following tips will help to reduce the risk of things going wrong:

- Always use a QBCC-licensed contractor where required (to check if a licence is required, contact QBCC on 1300 272 272).
- Phone QBCC or visit QBCC's Online Licence Search to ensure contractors are appropriately licensed for your project.
- Check previous work performed by the contractor (try to talk to past clients - ask for names and contact details).
- Consider using one of QBCC's contract packs including:
 - The *New Home Construction Contract Pack* is recommended for the construction of an entire home (i.e. for designated stages contracts). This pack includes all required forms and schedules and a QBCC-approved contract information statement (named the Consumer Guide).
 - The *Renovation, Extension and Repair Contract Pack* is recommended for domestic building work on an existing home including renovations, extensions and routine repairs. This pack includes all required forms and a QBCC-approved contract information statement.
 - The *Small Building Repairs Contract* is recommended for minor domestic renovations and repairs priced at up to \$3,300. Note - It is illegal to use this contract for domestic building work costing more than \$3,300.
 - The *Natural Disaster Repairs Contract* is recommended for repairs arising from damage caused by a natural disaster. This contract pack includes a QBCC-approved contract information statement and all required forms and schedules.
- Make sure you have received from the builder, and read, a QBCC-approved Contract Information Statement.
- Make sure the contract records, in writing, everything you have agreed to and includes reference to the five business day 'cooling-off' period.
- If the contracted work involves or affects house foundations, ensure the contractor has given you the relevant foundations data.
- The *Domestic Building Contracts Act 2000* (the DBC Act) requires that if the value of the domestic building work is more than \$3,300 but less than \$20,000, you should never pay a deposit of more than 10% of the total contract price to the contractor. If the value of the domestic building work is equal to or greater than \$20,000, you shouldn't pay a deposit of more than 5%.
- Note: Although the legislation does not stipulate a maximum deposit for projects less than \$3300, QBCC recommends that you do not pay more than 20%.
- Do not make payments in advance of work progress. For the construction of a home, check the progress payments set out in the DBC Act. See QBCC's Fact Sheet 'Deposits and Progress Payments' for more information.

- Always be very clear about the type of products (e.g. paint) that will be used.
- Don't sign any document unless you fully understand it - seek legal advice.
- After the contract has been signed, ensure that any changes ('variations') are written down and signed by you and the contractor.
- Keep a copy of all relevant documents, including variations and plans.
- Regularly check on the progress of the work being performed.
- Ensure the contractor provides you with copies of each Certificate of Inspection as they are issued during construction. Advise your contractor immediately in writing if you notice any problems.

Checklist

Have I seen and checked the licence card details with QBCC?	<input type="checkbox"/>
Have I obtained three comparable written quotes?	<input type="checkbox"/>
Have I compared the different quotes and contractors' past work?	<input type="checkbox"/>
Do I understand the contract and what it includes?	<input type="checkbox"/>
Have I read and understood the 'cooling-off' provisions?	<input type="checkbox"/>
Are the deposit and progress payments appropriate?	<input type="checkbox"/>
Has the contractor provided copies of all relevant documents (including the signed contract, a Contract Information Statement, any relevant foundations data and certificates of inspection)?	<input type="checkbox"/>

For more information

For further information, contact QBCC on 1300 272 272. The QBCC booklet 'Facts for home builders and renovators', available from QBCC's website or any QBCC office, also provides useful information on the entire building process.