

- 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 successfully completed the following 3 components of the BCRP:
 - BCRP Component 1 Contract Document Review.
 - BCRP Component 2 Reasonableness of Budget & Progress Payments
 - BCRP Component 3 Builder Performance Review Schedule
- The completed form should be forwarded to the Scheme Agent and the Builder's Broker for attachment to the Project Application.

HBCF Building Contract Review Program (BCRP)

1. Builder and site details

Builder's name (i.e. the legal name under which the builder contracts and as shown on the builder's licence)

Builder's licence number

Builder's scheme agent

Corporate Scorecard

Builder's broker

Builder's reference (if any)

Broker contact person

Building site address

Suburb/town

State

NSW

Postcode

Project description

Contract price (inc GST)

2. BCRP service provider details

BCRP service provider

Contact person

Service provider internal reference number

Telephone

Email

3. Confirmation by BCRP service provider

I confirm that the requirements of Components 1, 2 & 3 of the BCRP have been undertaken and found to be satisfactory, or have been adjusted so as to be satisfactory.

I have determined that (enter number) builder performance reviews (site visits and remote site assessments) are required to be undertaken under Component 4 of the BCRP, in order to ensure to the extent able to be verified that:

- the builder’s supervision of the project construction works is of an acceptable industry standard; and
- the project is progressing to contract completion date and budget.

I have determined the following schedule of site visits and remote site assessments:

Builder Performance Review Schedule

Number	Timing	Description

Notes

1. Site visits require attendance at the project site by the BCRP service provider.
2. Remote site assessments do not require attendance at the project site by the BCRP service provider. The service provider must review sufficient information and make necessary enquiries to meet the requirements of Component 4 - Builder Performance Review. For example, the completion of the remote site assessment can include a review of photographs of the project or relevant documentation and telephone enquiries with the Builder.
3. Site visits and remote site assessments should not reflect the mandatory certification dates; rather they should be determined based on the specific project and the requirements under Component 4 of the BCRP.

Name

Position

Signature

Date (DD/MM/YYYY)