

Distributor Nomination Form

Nominate a Domestic Building Insurance (DBI) distributor using this form

Builders can access BuildVic—an online portal for managing and purchasing Domestic Building Insurance (DBI). To access the portal builders must nominate a DBI distributor from the Building and Plumbing Commission (BPC) panel.

Who should complete this form

BPC eligible builders whose current insurance broker is not a DBI Distributor.

How to use this form

Fill out this form electronically using Adobe Acrobat Reader and email to: dbinominations@bpc.vic.gov.au

BUILDER INFORMATION

Legal entity name

ABN

ACN

Sole Trader or Partnership: The ABN provided cannot be associated with a Trust. **Company:** The ACN must be provided.

Nominated Registered Building Practitioner (RBP)

First Name

Last Name

RBP Number

Email address



IMPORTANT

You must provide an email address. A BuildVic portal login will be created for this email address only.

NOMINATED DBI DISTRIBUTOR

Select only one DBI Distributor

Bovill Risk & Insurance Consultants Pty Ltd

CCM Insurance Group Pty Ltd

HIA Insurance Services Pty Ltd

Master Builders Insurance Brokers Pty Ltd

CONTACT DETAILS FOR BPC NOMINATED DBI DISTRIBUTORS

Bovill Risk & Insurance Consultants Pty Ltd
727 Collins Street, Melbourne VIC 3000
P: 1800 077 933
E: bric-warranty@bric.com.au

CCM Insurance Group Pty Ltd
113-115 Denmark Street, Kew VIC 3101
P: 03 9853 4688
E: dbi@ccminsurance.com.au

HIA Insurance Services Pty Ltd
2/70 Jolimont Street, Jolimont VIC 3002
P: 1800 633 467
E: au.hiais@aon.com

Master Builders Insurance Brokers Pty Ltd
Level 3, 332 Albert Street,
East Melbourne VIC 3002
P: 1800 150 888
E: dbi@mbib.com.au

TERMS AND CONDITIONS

The Builder nominates the DBI Distributor for the purpose of making applications to the BPC for:

- A. eligibility for domestic building insurance required in accordance with a ministerial order issued under section 135 of the *Building Act 1993* (Vic.) (DBI Insurance); and/ or
 - B. a review of the terms and conditions of the Builder's eligibility to apply for DBI Insurance; and/ or
 - C. DBI Insurance; and/ or
 - D. amendment of the DBI Insurance and/ or to cancel the DBI Insurance
- (each of which is known as an Application) including any Application made via BuildVic (Portal).

This nomination remains in force until such time that the Builder provides written notice to the BPC that it no longer nominates the DBI Distributor to provide it with access to BuildVic.

In consideration of the BPC providing access to BuildVic via the DBI Distributor, the Builder and its Registered Building Practitioner/s acknowledge and agree that:

- 1. The BPC has appointed DBI Distributors as its agent to assist builders make the Applications.
- 2. Where the Builder provides any information to a DBI Distributor, it is acknowledged that the DBI Distributor is receiving the information as agent for the BPC, and these terms and conditions apply as if the Builder was providing that information direct to the BPC.
- 3. When making an Application, all information provided by the Builder must be true, correct and complete.
- 4. All directors and partners of the Builder will be jointly and severally responsible for the truth, correctness and completeness of any information provided to the BPC by the Registered Building Practitioner or by any person the Registered Building Practitioner nominates and authorises to provide information to the BPC as if each of the directors or partners of the Builder provided the information to the BPC.
- 5. The information provided by or on behalf of the Builder to the BPC will be relied upon by the BPC to help it decide whether to accept the Application and on what terms.
- 6. The BPC has the right at all times to seek additional information from the Builder and all other parties, entities or persons involved in or proposed to be involved in the building works which is the subject of an Application.
- 7. The BPC has the right to decline any Application even though the Builder may have been assessed as being eligible to request DBI Insurance.

DECLARATION

Name of Nominated Registered Building Practitioner

First Name

Last Name

Signature of Nominated Registered Building Practitioner

If completing this form electronically, upload an image of the signature in the box below. Plain text signatures are not accepted.

Name

Date

Where to send this form

EMAIL dbinominations@bpc.vic.gov.au