



**HOME BUILDING SERVICE
HOME BUILDING COMPLAINT FORM**

Your Details		
Name:		
Address:		
		Postcode:
Phone:	Daytime:	Mobile:
Email Address:		Fax:

The Contractor's Details			
Name:			
Address:			
		Postcode:	
Phone:	Daytime:	Mobile:	Fax:
Email Address:			
Licence Number:			

The Work			
Address where work has been undertaken ('as above' if same as your address)			
Council Application Number (if applicable)		Name of Local Council	
What work was done? (Please provide a brief description eg, construction of a house, concrete driveway, erection of pergola, etc)			

Did You...? <i>Please tick one option and answer the questions in the column below</i>			
<input type="checkbox"/> Arrange to have the building work done? <i>Please complete the questions below</i>		OR	
		<input type="checkbox"/> Buy the property after the building work <i>Was done Please complete the questions below</i>	
What is the value of the work under the agreement?	\$ _____	When did you buy the property?	____/____/____
How much have you paid	\$ _____	Did you buy the property from an Owner-Builder?	YES NO
Do you have a written contract? (Written contracts are required for work over \$1000)	YES NO N/A (If yes, please attach a copy)	When was the building work done?	____/____/____
What is the date of your contract?	____/____/____	Do you have a certificate of home warranty insurance?	YES NO N/A
When did work commence?	____/____/____	Is this property part of a Strata Scheme?	YES NO
Do you have a Certificate for home warranty insurance?	YES NO N/A (If yes, please attach a copy)	Strata Plan Number	
Are you an Owner-Builder? If yes, What is your Permit Number?	YES NO _____	Name of Strata Manager	

FAIR TRADING CENTRES

www.fairtrading.nsw.gov.au

<p>Albury FTC 490 David Street</p> <p>ALBURY NSW 2640 Tel: 13 32 20 Fax: (02) 6041 2220</p>	<p>Goulburn FTC 39 Goldsmith Street GOULBURN NSW 2580 Tel: 13 32 20 Fax: (02) 4822 1969</p>	<p>Penrith FTC Ground Floor, 2 Station Street PENRITH NSW 2750 PO Box 4004 PENRITH PLAZA NSW 2750 Tel: 13 32 20 Fax: (02) 4702 5300</p>
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<p>Bathurst FTC 154 Russell St PO Box 22 BATHURST NSW 2795 Tel: 13 32 20 Fax: (02) 6333 1402</p>	<p>Hurstville FTC Level 3, 4-8 Woodville Street HURSTVILLE NSW 2220 PO Box 151 HURSTVILLE BC NSW 1481 Tel: 13 32 20 Fax: (02) 8567 0055</p>	<p>Queanbeyan FTC Ground Floor 11 Farrer Place QUEANBEYAN NSW 2620 Tel: 13 32 20 Fax: (02) 6229 7751</p>
<p>Blacktown FTC NSW Government Offices Level 3, 22 Main Street PO Box 1001 BLACKTOWN NSW 2148 Tel: 13 32 20 Fax: (02) 9853 0150</p>	<p>Lismore FTC Suite 5, Upper Ground Floor Conway Court 17 Conway Street PO BOX 83</p> <p>LISMORE NSW 2480 Tel: 13 32 20 Fax: (02) 6627 6555</p>	<p>Sydney FTC McKell Building 2-24 Rawson Place SYDNEY NSW 2000 Tel: 13 32 20 Fax: (02) 9619 8699</p>
<p>Broken Hill FTC 32 Sulphide Street PO Box 786 BROKEN HILL NSW 2880 Tel: 13 32 20 Fax: (08) 8088 5100</p>	<p>Liverpool FTC Shop 1R, 33 Moore Street LIVERPOOL NSW 2170 PO Box 609 LIVERPOOL BC NSW 1871 Tel: 13 32 20 Fax: (02) 8778 4099</p>	<p>Tamworth FTC Suite 3-5, Kable Korner Complex Cnr Kable Avenue & Darling Street PO Box 1033 TAMWORTH NSW 2340 Tel: 13 32 20 Fax: (02) 6761 9099</p>
<p>Coffs Harbour FTC 22 Park Avenue PO Box 1557 COFFS HARBOUR NSW 2450 Tel: 13 32 20 Fax: (02) 6653 0777</p>	<p>Newcastle FTC Level 5, 400 Hunter Street PO Box 835 NEWCASTLE NSW 2300 Tel: 13 32 20 Fax: (02) 4925 7028</p>	<p>Tweed Heads FTC Suite 26, Level 2, 75 Wharf Street PO Box 822 TWEED HEADS NSW 2485 Tel: 13 32 20 Fax: (07) 5599 5035</p>
<p>Dubbo FTC 50 Wingewarra Street PO Box 584 DUBBO NSW 2830 Tel: 13 32 20 Fax: (02) 6884 2486</p>	<p>Orange FTC 184-186 Lords Place PO Box 2285 ORANGE NSW 2800 Tel: 13 32 20 Fax: (02) 6360 6363</p>	<p>Wagga Wagga FTC 8 Baylis Street WAGGA WAGGA NSW 2650 Tel: 13 32 20 Fax: (02) 6933 9555</p>
<p>Gosford FTC Level 2, Gateway Centre 237 Mann Street PO Box 1019 GOSFORD NSW 2250 Tel: 13 32 20 Fax: (02) 4320 0601</p>	<p>Parramatta FTC Ground Floor, 1 Fitzwilliam St PARRAMATTA NSW 2150 PO Box 972 PARRAMATTA NSW 2124 Tel: 13 32 20 Fax: (02) 9895 0077</p>	<p>Wollongong FTC Level 3, 43 Burelli Street PO Box 5275</p> <p>WOLLONGONG NSW 2520 Tel: 13 32 20 Fax: (02) 4220 5499</p>