



APPLICANT ID
(Office use only)

South Australian Housing Trust (SAHT)
New Residential Construction
PRE-QUALIFIED BUILDER (PQB) PANEL
APPLICATION FORM
(Registration of Interest)

Please note:

1. Completion of this application does not guarantee an applicant's inclusion on the PQB Panel; and
2. If, after evaluation, the applicant is approved for inclusion on the PQB Panel, it does not guarantee an invitation to submit a tender; and
3. If invited to submit a tender, does not guarantee being awarded a contract.

Mandatory requirements

Applicants wishing to register their interest in becoming a Pre-qualified Builder for the South Australian Housing Trust, must comply with the following **mandatory requirements**.

Part 1: Contractor details

1.1 What is the entity (legal) name of the company seeking prequalification?

Please note: only the legal entity identified in the PQB Panel application will be invited to respond to any subsequent procurement processes. **Subsidiary companies do not qualify.**

1.2 What is the Trading Name of the business/contractor seeking prequalification?

1.3 What is the applicant's Australian Business Number (ABN)?

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1.4 What is the legal status of the contracting business?

Depending upon the structure of the business, more than one status may apply—please tick/complete all that apply.

Incorporated Company

Australian Company Number (A.C.N)

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Sole Proprietor

Partnership

Trust Name of the Trust

Other – please specify below

SAHT Pre-qualified Builders Panel application form



1.5 What is the applicant's Building Work Contractors License Number?

Please provide a copy of your license and attach. If you copy the credit card size, then copy both sides.

License number		Expiry date:	/	/
Conditions or restrictions				

1.6 What is the business address of the applicant seeking prequalification?

Please note: provision and maintenance of an email address is a requirement of prequalification.

Street address/ PO Box number		Suburb			
Phone number		State		Post code	
Business email address		Fax no			

1.7 What is the postal address of the applicant? (if not same as 1.6)

Street address/ PO Box number		Suburb			
Phone number		State		Post code	

1.8 Complete the following table by listing all directors (if a company), all partners (if a business) and trustees.

Attach additional information if there is not sufficient space.

Name 1	
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Name 2	
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Name 3	
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Name 4	
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1.9 Name and telephone number of the person who can be contacted, if further information is required.

First name:		Surname:			
Phone no:		Fax no:		Mobile no:	
Email address:					

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Insurance

As a Basic Requirement, you will need to have a minimum of \$20 million in Public Liability Insurance.

1.10 What is the name of your Insurance Company for Public Liability?

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What is the sum insured?

\$

What is the amount of excess?

\$

On what date does the current policy expire?

...../...../.....

Please attach a copy of a valid **Certificate of Currency** from your nominated public liability insurance company.

1.11 Does the applicant seeking prequalification currently have Contractor All Risk (CAR) insurance?

Circle 'yes' or 'no'.

YES / NO

What is the sum insured?

\$

What is the amount of excess?

\$

On what date does the current policy expire?

...../...../.....

Please attach a copy of your current **Certificate of Eligibility** from your nominated indemnity insurance company.

1.12 WorkCover Certificate of Compliance

Please attach a copy of your WorkCover Certificate of Compliance

Part 2: Prequalification categories

To be considered for prequalification, the applicant seeking prequalification must be able to demonstrate experience of similar contracts in the highest category in each field of work applied for.

Performance reports are required—refer to Part 5.

Applicants should be aware they may be allocated a lower category of work than the one they are applying for.

Fields of work

Renewal SA, on behalf of the South Australian Housing Trust, works across the state in key areas such as new build, urban regeneration and renewal, land development and creating better neighbourhoods. It includes (and may change or expand from time to time):

- construction of new housing (in varying value, size and form of contract) for retention as assets for social / public housing, transfer to community housing organisations, or sale to the open market
- provision of new affordable housing to the market via the Affordable Homes Program (AHP)
- provision of new or refurbished housing projects, which include purpose built facilities for high needs clients or customers who require supported care
- management of vacant land sales.

Categories

2.1 What category(ies) does the applicant wish to be registered for?

Applicants wishing to apply for categories 1R or 2R where contract values exceed \$3 million must comply with the requirements of the Australian Government Building and Construction OHS Accreditation Scheme.

Please tick all categories for which you wish to be considered.

	CATEGORY	VALUE OF CONTRACTS (GST inclusive)
<input type="checkbox"/>	1R	Over \$ 3 million
<input type="checkbox"/>	2R	\$1m to less than \$3m
<input type="checkbox"/>	3R	\$500,000 to less than \$1m
<input type="checkbox"/>	4R	\$250,000 to less than \$500,000
<input type="checkbox"/>	5R	\$100,000 to less than \$250,000

Regions

2.2 Which locations is the applicant prepared to work in? (Refer to Appendix A: Housing SA Regions with details of towns and suburbs)

Please tick all boxes that apply.

- | | |
|---|---|
| <input type="checkbox"/> Metro 1: Southern area | <input type="checkbox"/> Metro 2: Western area |
| <input type="checkbox"/> Metro 3: Eastern area | <input type="checkbox"/> Metro 4: Northern area |
| <input type="checkbox"/> Murray & Fleurieu area | <input type="checkbox"/> Limestone Coast area |
| <input type="checkbox"/> Mid North & Barossa area | <input type="checkbox"/> Far North area |
| <input type="checkbox"/> Eyre & Western area | |

Part 3: Government of South Australia/South Australian Housing Trust/Renewal SA policies

Workforce Participation in Government Procurement policy

The applicant shall ensure that they support the requirements of the Workforce Participation policy for the nominated trades, where the training providers have the capacity to supply trainees/apprentices.

3.1 Is the applicant prepared to support the current requirements of the Workforce Participation and Skills Development strategy?

YES / NO

Part 4: Quality assurance

4.1 Does applicant have a basic quality system (e.g. HIA Quality Management System)?

If yes, please attach details.

YES / NO

4.2 Does the application have Certification to ISO 9001?

If yes, enter details below.

YES / NO

Certification no.

Date of Certification

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Enter the Auditor's/Certifier's name and registration details

Name and telephone number of the Quality Manager/Officer

First name:	<input type="text"/>	Surname:	<input type="text"/>
Phone no:	<input type="text"/>		<input type="text"/>

For registrations category 3R and above, applicants are required to provide evidence of a quality management system based on the international standard for quality systems AS/NZS ISO 9001. Elements of the system should include management commitment to quality, resource management, documentation of operational processes, initiating improvements and an internal audit program.

Part 5: Contractor (Builder) Performance

5.1 Capacity and performance assessment

Applicants are required to demonstrate that they have the capacity to successfully and consistently undertake construction projects in each work type and category. Applicants are required to use the PQB **Past Performance Evidence Proforma (Appendix B)** to provide the information requested.

Capacity and performance will be measured according to the applicant's previous experience in performing work appropriate to the category and type of work nominated.

The contractor capacity and performance assessment will be based on written evidence and support documentation applicant provides on the forms provided.

Example projects history

Applications for registration as Prequalified Builders are required to provide four (4) construction contracts completed preferably within the last two (2) years for similar type of projects that best demonstrate the applicant skills and experience, capacity, and the appropriateness of categories the applicant wishes to register for and then be considered for invitation to tender for construction contracts tendered by Renewal SA for the South Australian Housing Trust.

Please use the Past Performance Evidence Proforma (Appendix B) to complete and provide this information.

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Referees

Preferably, for each of the example projects, a letter of reference from an appropriate client representative is required. If this is not available, at the very least the name and details of an appropriate referee must be provided. Refer to the form to complete these details.

Applicants must be aware that Renewal SA reserves the right to verify the authenticity of the information provided by the references and referees at any stage during the application process.

Part 6: Financial capability

Applicants are required to provide a Standard Financial Assessment Report through a recognised credit agency to verify the financial viability of any tenderer.

Applicants must provide all the necessary documentation requested.

Where bank guarantees are required in accordance with a contract agreement, they must be at least equivalent to 5% of the value of each project.

Part 7: Declaration as to bankruptcy

To the best of my/our knowledge:

- none of the proprietors, directors, trustees, managers of the business/company or their spouses are or have ever been bankrupt or a director, manager or secretary of a company that is being or has been wound up (whether voluntarily or otherwise).
- none of the proprietors, directors, trustees, managers or their spouses are presently undeclared bankrupt.
- the business is not trading under an arrangement and / or restructuring, receiver and manager, official management, or an arrangement with creditors without sequestration

The applicant must provide as an attachment, details of any of the proprietors, directors, trustees, managers or their spouses who:

- have been or are bankrupt (if discharged state the date of discharge); or,
- have entered into an agreement with any creditors without proceeding to bankruptcy; or,
- have been a director, manager or secretary of a company that is being, or has been wound up, or is trading under an arrangement with creditors.

Disclosure will not necessarily preclude an applicant from achieving registration.

Signed: Date: / / 20

Witness:

Part 8: Conflict of Interest Declaration form

For the purpose of determining any potential conflict of interest, relevant persons being awarded contracts with South Australian Housing Trust or applying for registration as pre-qualified builder with Renewal SA are required to disclose any close personal or family relationships that may exist with any person employed by Renewal SA.

Full business name

Name:	
Address:	
Business phone no:	

Full details of Registered Proprietors

Include given names

Proprietor 1	
Name:	
Address:	
Business phone no:	

Proprietor 2	
Name:	
Address:	
Business phone no:	

Persons with whom a personal/family relationship exists

Please list.

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Declaration

I/We declare the information provided is to the best of my/our knowledge, true and correct and undertake to advise Renewal SA if a potential conflict of interest should occur at any time in the future. It is also acknowledged that any failure to advise Renewal SA of a potential conflict of interest will result in the termination of any Contract or Agreement to carry out work for the South Australian Housing Trust.

Signed: Date: / / 20

Witness:

Part 9: Application, evaluation and selection

I/We, in completing and submitting this application, acknowledge that:

1. Completion of this application does not guarantee that we will be included on the Pre-Qualified Builder (PQB) Panel for consideration for South Australian Housing Trust new construction projects; and
2. If, after evaluation, we are included the PQB Panel, that it does not guarantee that we will be selected to be invited to submit a tender; and
3. If we are invited to submit a tender, we are not guaranteed being awarded a contract.

Signed: Date: / / 20

Witness:

Part 10: Pre-qualified Building application form checklist

Please ensure you have provided the following documentation prior lodging your application (either the completion of this application form AND accompanying documents required).

Ref.		✓
1	Contractor Details in Full, plus the following additional documents:	
1D	Copy of Building Work Contractor's License	
1I	Certificate of Currency from your public liability insurance company.	
1J	Certificate of Eligibility from your indemnity Insurance Company	
1K	Workcover Certificate of Compliance	
2A	Contract category(ies) applied for	
2B	Locational Region preferences	
3A	Workforce Participation and Skills Development Strategy	
4	Quality Assurance Details	
5A	Up to four (4) relevant construction project details and references / referees attesting your technical capability and capacity (using the Past Performance Evidence Proforma forms – Appendix B) to support your application in terms of the category/ies and type of work for which you are seeking.	
5	Organisational Chart of the company and personnel outline	
6	Standard Financial Assessment Report	
7	Declaration as to Bankruptcy (and attachments as necessary)	
8	Conflict of Interest Declaration	
9	Application, Evaluation and Selection Acknowledgement	
11	General Information Acknowledgement	
12	Final Declaration	

Part 11: General information

Completion and communications

It is the applicant's responsibility to check that the application has been fully completed and attached prior to submission.

Applicants seeking prequalification and submitting completed application forms will be notified in writing (by letter or email) of the receipt of and then the outcome of their PQB application (following consideration for approval by the Renewal SA delegate). Approval is required prior to the applicant being considered for invitation to tender.

SAHT Pre-qualified Builders Panel application form



SA Tenders and Contracts

The Applicant is advised that once an application is approved and your Company is included on the SAHT Pre-Qualified Builders Panel and you have been advised in writing, that it is your responsibility to register the required details on the SA Tenders and Contracts website. This is necessary to enable you to access and lodge documents for tenders for which you are invited by Renewal SA to tender.

Post approval and publication (Disclosure)

The Applicant is advised that once an application is approved, your Company is notified and included on the SAHT Pre-Qualified Builders Panel, that your details (name, address, contacts) may be disclosed / published (on intranets, websites, and from time to time circulated at industry forums, passed on to suppliers etc by Renewal SA) without the requirement to seek your permission.

Enquiries

Any enquiries about the details of this application form and the PQB Panel should be directed to the Senior Project Manager, Contracts and Procurement, Project Delivery, Renewal SA, e-mail: noelene.slaven@sa.gov.au

Any enquiries about the details of South Australian Housing Trust development projects and programs should be directed to the Development Manager, Project Delivery, Renewal SA, e-mail: gianni.cirelli@sa.gov.au

I/We, acknowledge the above information:

Signed: Date: / / 20

Witness:

Part 12: Declaration

I hereby make application for evaluation for prequalification with Renewal SA (acting on behalf of the South Australian Housing Trust), as a prequalified building contractor for new construction contracts with the South Australian Housing Trust and declare that the particulars shown herein are true and correct in every detail.

I also undertake to advise Renewal SA of any changes to the circumstances of the contractor affecting the information contained in this application.

First name:		Surname:	
Position within business:			

Signed: Date: / / 20

Witness:

Appendix A

Housing SA Regions

Eastern Adelaide (Metro 3)	Adelaide	Hazelwood Park	Norwood
	Athelstone	Heathpool	Paradise
	Beulah Park	Hectorville	Parkside
	Black Forest	Hyde Park	Payneham
	Burnside	Kensington	Payneham South
	Campbelltown	Kensington Gardens	Prospect
	Clarence Park	Kensington Park	Rose Park
	Collinswood	Kent Town	Rostrevor
	Dulwich	Leabrook	Royston Park
	Eastwood	Magill	St. Morris
	Everard Park	Malvern	St. Peters
	Felixstow	Manningham	Stepney
	Forestville	Marden	Toorak Gardens
	Frewville	Maylands	Tranmere
	Fullarton	Medindie	Trinity Gardens
	Gilberton	Myrtle Bank	Unley
	Glenside	Nailsworth	Vale Park
	Glynde	Newton	Walkerville
	Goodwood	North Adelaide	Wayville
	Hackney		

Western Adelaide (Metro 2)	Albert Park	Henley Beach	Richmond
	Alberton	Henley Beach South	Ridleyton
	Allenby Gardens	Hilton	Rosewater
	Angle Park	Hindmarsh	Royal Park
	Ashford	Keswick	Seaton
	Athol Park	Kidman Park	Semaphore
	Beverley	Kilkenny	Semaphore Park
	Birkenhead	Kurralta Park	Semaphore South
	Bowden	Largs Bay	St Clair
	Brompton	Largs North	Taperoo
	Brooklyn Park	Lockleys	Thebarton
	Camden Park	Mansfield Park	Torrensvile
	Cheltenham	Marleston	Underdale
	Cowandilla	Mile End	Welland
	Croydon	Mile End South	West Beach
	Croydon Park	Netley	West Croydon
	Devon Park	North Haven	West Hindmarsh
	Dudley Park	North Plympton	West Lakes
	Ethelton	Novar Gardens	West Lakes Shore
	Exeter	Osborne	West Richmond
	Ferryden Park	Ottoway	Wingfield
	Findon	Ovingham	Woodville
	Flinders Park	Pennington	Woodville Gardens
	Fulham	Peterhead	Woodville North
	Fulham Gardens	Plympton	Woodville Park
	Glanville	Port Adelaide	Woodville South
	Grange	Queenstown	Woodville West
	Hendon	Renown Park	

Appendix A

Housing SA Regions

Northern Adelaide (Metro 4)	Andrews Farm	Gilles Plains	Parafield Gardens
	Banksia Park	Golden Grove	Paralowie
	Blair Athol	Greenacres	Pooraka
	Blakeview	Greenwith	Redwood Park
	Brahma Lodge	Gulfview Heights	Ridgehaven
	Broadview	Hampstead Gardens	Salisbury
	Burton	Highbury	Salisbury Downs
	Clearview	Hillcrest	Salisbury East
	Craigmore	Holden Hill	Salisbury Heights
	Davoren Park	Hope Valley	Salisbury North
	Dernancourt	Ingle Farm	Salisbury Park
	Dry Creek	Kilburn	Salisbury Plain
	Elizabeth	Klemzig	Sefton Park
	Elizabeth Downs	Modbury	Smithfield
	Elizabeth East	Modbury Heights	Smithfield Plains
	Elizabeth Grove	Modbury North	St. Agnes
	Elizabeth North	Munno Para	Surrey Downs
	Elizabeth Park	Northfield	Tea Tree Gully
	Elizabeth South	Northgate	Valley View
	Elizabeth Vale	Oakden	Walkley Heights
	Enfield	Para Hills	Windsor Gardens
	Mawson Lakes	Para Hills West	Wynn Vale
	Gepps Cross	Para Vista	

Southern Adelaide (Metro 1)	Aberfoyle Park	Hackham West	Park Holme
	Aldinga Beach	Hallett Cove	Pasadena
	Ascot Park	Happy Valley	Plympton Park
	Bedford Park	Hawthorn	Port Noarlunga
	Blackwood	Hove	Reynella
	Brighton	Huntfield Heights	Seacliff
	Christie Downs	Kangarilla	Seacliff Park
	Christies Beach	Kingston Park	Seacombe Gardens
	Clapham	Kingswood	Seacombe Heights
	Clarence Gardens	Lower Mitcham	Seaford
	Clovelly Park	Marion	Seaford Meadows
	Colonel Light Gardens	McLaren Vale	Seaford Rise
	Cumberland Park	Melrose Park	Seaview Downs
	Darlington	Mitcham	Sheidow Park
	Daw Park	Mitchell Park	Somerton Park
	Dover Gardens	Moana	South Brighton
	Eden Hills	Morphett Vale	South Plympton
	Edwardstown	Morphettville	St. Marys
	Flagstaff Hill	Noarlunga Downs	Sturt
	Glandore	North Brighton	Trott Park
	Glenelg	Oaklands Park	Warradale
	Glenelg East	O'Halloran Hill	Wesbourne Park
	Glenelg North	Old Noarlunga	Willunga
	Glenelg South	Old Reynella	Woodcroft
	Glengowrie	O'Sullivan Beach	
	Hackham	Panorama	



RenewalSA
people partnerships progress



Appendix A Housing SA Regions

Mid North & Barossa	Angaston	Gladstone	Port Pirie West
	Ardrossan	Hamley Bridge	Port Victoria
	Balaklava	Jamestown	Port Vincent
	Boomeroo Centre	Kadina	Port Wakefield
	Burra	Kapunda	Price
	Bute	Laura	Riverton
	Clare	Lyndoch	Saddleworth
	Crystal Brook	Maitland	Spalding
	Edithburgh	Minlaton	Stansbury
	Eudunda	Moonta	Tanunda
	Evanston	Moonta Bay	Two Wells
	Evanston Gardens	Nuriootpa	Walleroo
	Evanston Park	Orroroo	Wasleys
	Freeling	Owen	Willaston
	Gawler	Peterborough	Williamstown
	Gawler East	Port Pirie	Wirrabara
	Gawler South	Port Pirie South	Yorke town
	Gawler West		

Murray & Fleurieu	Balhannah	Lameroo	Murray Bridge
	Baramera	Littlehampton	Naime
	Berri	Lobethal	Normanville
	Brukunga	Loxton	Paringa
	Coonalpyn	Mannum	Pinnaroo
	Crafers	McCracken	Port Elliot
	Echunga	Meadows	Renmark
	Glossop	Meningie	Strathalbyn
	Goolwa	Middleton	Tailem Bend
	Goolwa Beach	Milang	Victor Harbor
	Goolwa North	Monarto	Waikerie
	Hahndorf	Morgan	Woodside
	Hayborough	Mount Barker	Yankalilla
	Kingscote	Mount Compass	

Limestone Coast	Beachport	Lucindale	Nangwarry
	Bordertown	Millicent	Naracoorte
	Keith	Mount Burr	Penola
	Kingston SE	Mount Gambier	Robe

Far North	Hawker	Port Augusta	Quom
	Iron Knob	Port Augusta West	Coober Pedy
	Marla	Port Germein	Stirling North
	Marree		

Eyre & Western	Ceduna	Kimba	Whyalla
	Cleve	Lock	Whyalla Jenkins
	Copley	Port Lincoln	Whyalla Norrie
	Cowell	Streaky Bay	Whyalla Playford
	Cummins	Thevenard	Whyalla Stuart
	Elliston	Tumby Bay	Wudinna

Appendix B: Past Performance proforma

You must provide evidence of your relevant experience and past performance in accordance with your statements in application form by completing this form outlining a recent example project (preferably residential, but can be commercial) – i.e. the most comparable to the type and value of construction project for which you are applying to be registered on the PQB panel.

Note 1: most recent experience is more valuable than historic experience.

Note 2: this information remains **confidential** to those assessing the PQB Application.

PAST PERFORMANCE		
Builder organisation’s evidence in completing (constructing) past relevant projects.		
Please provide the following details for the nominated relevant project (applicable to above). Preferably, a letter of reference from the project’s client should be included or contact details.		
PROJECT 1		
Project Manager details		
Name:	Ph no:	
Address:		
Email:		
Client name:	Reference attached?	Yes / No
If ‘no’, please provide name/contact details of a referee:		
Description of construction and quality standards required for the project		
Outcomes required to target performance levels (form of contract, specification, standards, special requirements, etc)		
Contract price, variations and final cost		
Contract sum:	\$.....	
Variation sum:	\$.....	
Final cost:	\$.....	

Timeframes

Construction period: years months weeks

Completion date:/...../.....

Completed within contracted time frame and including approved extension of time?

YES / NO

If 'no':

1. What was the period of time extended beyond the required completion date:

2. Provide reason/s for not meeting the required completion date (not including approved extensions of time)

Other

OHS&W Records - issues on project?

Any awards, recognitions etc?

PAST PERFORMANCE		
Builder organisation's evidence in completing (constructing) past relevant projects.		
Please provide the following details for the nominated relevant project (applicable to above). Preferably, a letter of reference from the project's client should be included or contact details.		
PROJECT 2		
Project Manager details		
Name:	Ph no:	
Address:		
Email:		
Client name:	Reference attached?	Yes / No
If 'no', please provide name/contact details of a referee:		
Description of construction and quality standards required for the project		
Outcomes required to target performance levels (form of contract, specification, standards, special requirements, etc)		
Contract price, variations and final cost		
Contract sum:	\$.....	
Variation sum:	\$.....	
Final cost:	\$.....	

Timeframes

Construction period: years months weeks

Completion date:/...../.....

Completed within contracted time frame and including approved extension of time?

YES / NO

If 'no':

1. What was the period of time extended beyond the required completion date:

2. Provide reason/s for not meeting the required completion date (not including approved extensions of time)

Other

OHS&W Records - issues on project?

Any awards, recognitions etc?

PAST PERFORMANCE		
Builder organisation's evidence in completing (constructing) past relevant projects.		
Please provide the following details for the nominated relevant project (applicable to above). Preferably, a letter of reference from the project's client should be included or contact details.		
PROJECT 3		
Project Manager details		
Name:	Ph no:	
Address:		
Email:		
Client name:	Reference attached?	Yes / No
If 'no', please provide name/contact details of a referee:		
Description of construction and quality standards required for the project		
Outcomes required to target performance levels (form of contract, specification, standards, special requirements, etc)		
Contract price, variations and final cost		
Contract sum:	\$.....	
Variation sum:	\$.....	
Final cost:	\$.....	

Time frames

Construction period: years months weeks

Completion date:/...../.....

Completed within contracted time frame and including approved extension of time?

YES / NO

If 'no':

1. What was the period of time extended beyond the required completion date:

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Other

OHS&W Records - issues on project?

Any awards, recognitions etc?

PAST PERFORMANCE		
Builder organisation's evidence in completing (constructing) past relevant projects.		
Please provide the following details for the nominated relevant project (applicable to above). Preferably, a letter of reference from the project's client should be included or contact details.		
PROJECT 4		
Project Manager details		
Name:	Ph no:	
Address:		
Email:		
Client name:	Reference attached?	Yes / No
If 'no', please provide name/contact details of a referee:		
Description of construction and quality standards required for the project		
Outcomes required to target performance levels (form of contract, specification, standards, special requirements, etc)		
Contract price, variations and final cost		
Contract sum:	\$.....	
Variation sum:	\$.....	
Final cost:	\$.....	

Timeframes

Construction period: years months weeks

Completion date:/...../.....

Completed within contracted time frame and including approved extension of time?

YES / NO

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Other

OHS&W Records - issues on project?

Any awards, recognitions etc?