

Building a home in Queensland

When you're building a home for Queensland homeowners, there's lots of documentation and processes to follow to meet your contractual and legal obligations. You can also choose to use some optional documents that make the process easier and disputes less likely.

We have a wealth of industry-tailored contracts and documents designed specifically for members and available for free for eligible members^ in our leading online eDocs system (some still remain for purchase in hardcopy). Save yourself time and money by accessing these for free and make day-to-day business a breeze.

Our contracts & documents

Eligible Master Builders members^ can access this document for free online via eDocs.*



Hardcopies of this document are available to members for purchase in our eShop and over the counter in most regional offices.



01

BEHIND THE SCENES Planning, design

1. Preliminary agreement (optional)
2. Consent to Electronic Communications (Residential) (optional)
3. Engineer Specification and Confirmation



02

GET IT IN WRITING Initial contracts

1. A written contract is compulsory
 - Residential Building Contract Level 2
 - Cost Plus Contract Level 2
2. Subcontract Agreements (Period Subcontract and work orders, or subcontract agreement)



03

GETTING STARTED Commencement stage

1. Commencement Notice (compulsory)
2. SWMS template
3. Signage – mandatory, safety and danger signs



04

ALMOST THERE! Pre-Completion

1. Notice of anticipated Practical Completion



05

FINISHED! Completion

1. Practical Completion Notice (Residential) (compulsory)
2. Defects Document
3. Homeowners Guide for Termite Management
4. Homeowners Maintenance Manual



Across all stages, the documents you'll need are...

1. Progress Claim / Tax Invoice (compulsory)
2. Trade Summary (where the method for claiming payment under the Contract is on a periodic basis)
3. Variation Document – for any agreed variation - compulsory before variation works commence + variation and EOT forms for subcontractors affected by the changes

4. Extension of Time (Residential) – for if delays occur (compulsory with 10 days of becoming aware of the cause and extent of a delay)
5. Request for information (optional)
6. Pool specification (optional) (could be used where the contractor is responsible for this work – currently only available in 'Subcontract supporting documents')

* ^Contact Master Builders membership team for more information on eligibility.

Not signed up for eDocs or need help deciding the right contract for your job? Call 1300 30 50 10 or visit mbql.com.au/edocs

*T&Cs apply – visit mbql.com.au/edocs. Excludes the suite of CSIRO online documents and other selected online documents. ^Eligible members include licensed builders, licensed tradies, manufacturers, and suppliers.

