

# Extension to Construction Completion Date

## Guidelines

### Important information

The Commissioner will **not** consider an application for an extension where the construction of the home has **not been completed** and a First Home Owner Grant Application and Addendum forms have **not been lodged**. Only an applicant may apply for an extension to the construction completion date.

The Office of State Revenue conducts investigations into applications for the grant to ensure applicants comply with the conditions of the Act. If applicants receive a grant when they are not entitled, penalties may be imposed. The amount of the penalty imposed is dependent on the circumstances of each case and is in addition to having to repay the benefits received. In some cases, the penalty imposed may be equal to the total benefit.

## Boost and Supplement time frames for construction of a home

The First Home Owner Grant provides additional funds to applicants where the following time frames are met:

Type of transaction	Type of benefit	Contract date	Construction commencement date	Completion date	
Contract to build	Boost	14 October 2008 to 31 December 2009 (inclusive)	Within 26 weeks of the contract date	Construction is completed within 18 months from construction commencement date	
	Supplement	11 November 2008 to 30 June 2010 (inclusive)			
Contract to purchase 'off the plan'	Boost	14 October 2008 to 30 June 2009 (inclusive)	N/A	1 January 2011	Contract states a completion date by, or construction is completed by
		1 July 2009 to 30 September 2009 (inclusive)	N/A	31 March 2011	
		1 October 2009 to 31 December 2009 (inclusive)	N/A	30 June 2011	
	Supplement	11 November 2008 to 10 November 2009 (inclusive)	N/A	10 May 2011	
		11 November 2009 to 30 June 2010 (inclusive)	N/A	31 December 2011	
Owner builder	Boost	N/A	14 October 2008 to 31 December 2009 (inclusive)	Construction is completed within 18 months from the construction commencement date	
	Supplement	N/A	11 November 2008 to 30 June 2010 (inclusive)		

The Commissioner has discretion to apply a longer period that he considers appropriate in the circumstances to complete construction.

## Maximum extension allowed

Generally, an extension will not be granted beyond 12 months from the statutory completion date. The 12-month limit has been placed to meet the Commonwealth and State governments' policy for stimulating the economy within a set time frame.

## Factors taken into account when considering an extension

A longer period to complete construction may be granted where the applicant demonstrates (broadly) that:

- delay in building works to complete the home were caused by factors outside the reasonable control of the parties (applicant and builder); and
- was unknown to them as at the eligible transaction date.

Each request for extension will need to be considered on its merits on a case-by-case basis.

The following list (non-exhaustive) provides factors that are likely to be considered favourably:

- inclement weather, provided that the disruption caused is substantial
- industrial disputes
- natural disasters
- shortage of qualified tradespeople, particularly in rural or remote areas
- a new builder is contracted as a result of circumstances outside the control of the owner
- builder or developer experience financial difficulties.

## Please return completed application to:

**Post:** Office of State Revenue  
GPO Box 4087  
Sydney NSW 2001

## Contact details

 1300 130 624* (Monday to Friday, 8.30 am – 5.00 pm)	*Interstate clients please call (02) 9689 6200	
 <a href="http://www.osr.nsw.gov.au">www.osr.nsw.gov.au</a>	 <a href="mailto:first.home.benefits@osr.nsw.gov.au">first.home.benefits@osr.nsw.gov.au</a>	 Help in community languages is available.
<b>Offices</b> (Monday to Friday, 8.30 am – 4.30 pm)		
<b>Parramatta</b> (Not a postal address) 132 Marsden Street, Parramatta	<b>Wollongong</b> (Not a postal address) Level 6, 90 Crown Street, Wollongong	

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### Privacy statement

The information in this form is required by the Office of State Revenue (OSR) to determine your eligibility for the grant under the First Home Owner Grant Scheme. By submitting this form, you consent to OSR using the information to process your application. The information will be stored on the First Home Owner Grant national database and your application will be retained by either OSR or your approved agent. Information will only be used and disclosed as required or permitted by law, or with your consent. An individual may review and update personal information held by OSR by contacting the office.

# Application for Extension to Construction Completion Date



OFFICE USE ONLY	
UIN:	_____
Officer:	_____
Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant name(s)

## Grant property details

Title ref.  or Lot no.  DP/SP Plan no.

Address of grant property

<p>Q1. Have you lodged your First Home Owner Grant (FHOG) Application and Addendum forms?</p>	<p><input type="checkbox"/> <b>Yes</b>  (Go to Q2) <input type="checkbox"/> <b>No</b> (Refer to note below)</p> <p><b>Note:</b> You cannot lodge this application for an extension before you have lodged your FHOG Application and Addendum forms.</p>
<p>Q2. What is your FHOG application Unique Identification Number (UIN)?</p> <p>(Your UIN can be found on the top right hand corner of your approval letter. If you haven't received your UIN or if you are lodging this form with your FHOG Application, leave blank.)</p>	<p>UIN: <input style="width: 260px; height: 25px;" type="text"/></p>
<p>Q3. What is your eligible transaction type?</p>	<p><input type="checkbox"/> Contract to build  <input type="checkbox"/> Contract to purchase 'off the plan'  <input type="checkbox"/> Owner builder</p>
<p>Q4. What is the eligible transaction date?</p> <p>(The date the building contract was signed by all parties or the exchange date for 'off the plan' contracts. If an owner builder, please enter the date the foundations were laid, e.g. slab laid.)</p>	<p><input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/></p>
<p>Q5. For 'contract to build', what is the construction commencement date?</p> <p>(Enter the date the foundations were laid, e.g. slab laid.)</p>	<p><input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/></p>
<p>Q6. What is the construction completion date of your home?</p> <p><b>Attach documentary evidence of construction completion.</b></p> <p>This can be a copy of the interim or final occupation certificate or a final inspection certificate.</p> <p><b>Note:</b> You are unable to apply for an extension unless construction has been completed.</p>	<p><input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/> <input style="width: 30px; height: 25px;" type="text"/></p>

Q7. Please provide a detailed explanation of the reasons construction was not completed by the required completion date. (If insufficient space attach additional sheets.)


**Attach documentary evidence supporting the reason for delay.**

This can be a letter from the builder or from a third party involved in the construction process.

**Note:** Additional information/documentation may be requested in order to determine your request for an extension.

## Applicant declaration

**Note:** Only one applicant needs to complete the declaration.

- I declare that the information provided in this application is, to the best of my knowledge and belief, true and correct.
- I understand that this application forms part of my application for the First Home Owner Grant Scheme.
- I understand that I must have proof that the above information is correct and must provide this proof if requested.
- I acknowledge that if the conditions under which the boost and supplement payment is made are not met, I may not be entitled to retain the boost or supplement payment.
- I acknowledge that making statements or providing documents that are false or misleading in relation to this application is a serious offence for which penalties apply.

Applicant's full name (print clearly)

Signature  Date (dd/mm/20yy)

## Checklist

Have you:

▪ completed all sections?	<input type="checkbox"/>
▪ signed the declaration?	<input type="checkbox"/>
▪ attached explanation if insufficient space? (refer to Q7)	<input type="checkbox"/>
▪ attached supporting documents evidencing:	
▶ completion date? (refer to Q6)	<input type="checkbox"/>
▶ reason for delay? (refer to Q7)	<input type="checkbox"/>