

Building Works For Your Church Questionnaire

Policyholder

Policy number

Answers to the following questions and any additional information supplied to us on your behalf assist us in the assessment of the risk. All relevant facts must be disclosed. Failure to do so may result in any cover we agree being inoperative. Relevant facts are those which would be likely to influence an insurer's consideration of the insurance. If you are in any doubt as to whether a fact is relevant it should be disclosed. You should keep a record (including copies of letters) of all information supplied to us in connection with this insurance. A copy of this questionnaire is available on request within 3 months of completion.

Use 'not applicable' where necessary.

A. General questions

Please give a general description of the work to be undertaken

Start date

Anticipated completion date

Important note; if the contract appears likely to run beyond the completion date please contact us in order to arrange any necessary extension of cover.

Who is involved in the contract?

Employer (policyholder)

Main Contractor

Person inspecting/supervising the contract (including name, address and telephone number)

Name:

Address:

Tel:

Address of premises where works are to be undertaken	
Are the works attached or detached from the existing structure?	
If detached, at what distance are the new works from the existing structure?	
Overall height of extension/new works	Number of storeys
Is there a basement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please identify the parts of the existing premises that will be affected	
Does the work involve roofing/re-roofing? <i>If 'yes' provide brief details and advise percentage of contract price</i>	
Does the work involve the installation of machinery? <i>If 'yes' provide brief details and advise percentage of contract price</i>	

Does the work involve the application of heat?
If 'yes' provide brief details and advise percentage of contract price

Does the work involve the use of explosives or pile driving?
If 'yes' provide brief details and advise the percentage of the contract price

Is the employer, contractor or any sub-contractor undertaking any design work?

Yes

No

B. Sums insured required

All the sums insured required to include VAT payable and which you are unable to recover

Contract value

£

Is the above a

fixed price?

Yes

No

fluctuating price?

Yes

No

provisional sum?

Yes

No

Architects' and other professional fees

£

or

%

(if no amount/percentage stated it shall be 15% of contract value)

Debris removal costs

£

(if no amount/percentage stated it shall be included within the contract value sum insured)

C. Contract details

If the works are subject to a formal building contract please provide the following details

Which contract and insuring clauses apply? Tick and complete as necessary

JCT Standard 2005 6.7a 6.7b 6.7c 6.14*

JCT Intermediate 2005 6.7a 6.7b 6.7c 6.12*

JCT Minor 2005 5.4a 5.4b

Other (give details)

* This clause makes the 'Joint Fire Code' (the Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings undergoing Renovation) compulsory upon the parties to the contract - we recommend it is included in all cases wherever possible.

Has terrorism been specifically excluded from the contract? Yes No
(if the answer is 'no' then the insuring party is contractually obliged to arrange terrorism cover and where necessary we will automatically provide a quotation)

Please confirm the rectification period applicable to the contract i.e. the period after completion when the contractor is liable to make good faults months

Do you require an extension of the insurance to cover this period? Yes No

Please give the name and position of the individual responsible for:

a) site security

b) authorising 'hot work'

Name:
 Position:

Name:
 Position:

D. Security

Please provide the following details:

The total value of all materials associated with the contract £

The total value of non-ferrous metals £

The maximum value of unfixed materials on site at any one time £

The maximum value of unfixed non-ferrous metals at any one time

	On site	£ <input type="text"/>
	at any other location	£ <input type="text"/>

Other than bulk, unprocessed building materials e.g. sand or gravel, what materials are stored in the open?			
<input type="text"/>			
Are other materials stored in:			
a locked building	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
a fully enclosed compound of at least 1.8m in height	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
other (please give details)	<input type="text"/>		

E. Additional security questions for Existing Structures			
<i>Only to be completed if the work is on or attached to an existing building insured with us</i>			
Will the premises remain in normal use whilst the work is being undertaken?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Is scaffolding (either internal or external) to be used?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If 'yes' to what extent (internal and external)			
<input type="text"/>			
Where external scaffolding is used, please indicate whether any of the following precautions are to be implemented			
The base of the scaffold enclosed in metal sheeting to a minimum height of 3 metres	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Ladders removed from the bottom of the scaffolding and locked away at the close of works each day	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Automatic intruder alarm	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Security lighting	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Please detail any other forms of protection employed			
<input type="text"/>			
Will the premises be protected by a professional security firm or resident caretaker? <i>(If yes, please give details in the additional security measures question space below)</i>	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
What additional security measures are to be employed during the course of the contract e.g. locking of internal or high level doors, locking of windows, site perimeter security?			
<input type="text"/>			

What additional security measures will be implemented for valuables and other contents during the period of the contract?

What additional weather or security precautions will be employed if the contract involves the opening of the building e.g. re-roofing or the replacement of doors or windows?

It is essential that any organ is properly protected against loss or damage during any building works. Have your organ builders been advised of the work to be carried out and have their recommendations been implemented?

Yes

No

Declaration

I/we confirm that as far as I am/we are aware the above statements made by me/us or on my/our behalf are true and complete

Name(s)

Signature(s)

Position

Date