

# Building works 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 material facts must be disclosed. Failure to do so may result in any cover we agree being inoperative. Material 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 material, 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.

*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?

Yes

No

Please identify the parts of the existing premises that will be affected

Does the work involve roofing/re-roofing?

*If yes, provide brief details and advise percentage of contract price*

Does the work involve the installation of machinery?

*If yes, provide brief details and advise percentage of contract price*

Does the work involve the application of heat?

*If yes, provide brief details*

Does the work involve the use of explosives or pile driving?

*If yes, provide brief details*

Does the work involve new timber structural frames, timber cladding or timber roofing shingles?

*Note: if only timber roof trusses and floor joists, this question can be answered 'no'*

*If yes, provide details and confirm whether the timber has been treated with any fire retardant chemicals*

Does the work involve any Modern Methods of Construction (MMC) i.e. offsite construction of prefabricated buildings, modules or pods?

*If yes, provide details*

Does the work involve new insulated panels or curtain walling?

*If yes, provide details*

## B. Sums insured required

Contract value plus an allowance for architects' and other professional fees, debris removal costs and VAT for which you are responsible

£

Is the contract a

fixed price?

Yes

No

fluctuating price?

Yes

No

provisional sum?

Yes

No

## 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 Contract Version

2005

2007

2009

Standard

6.7a

6.7b

6.7c

6.14\*

Intermediate

6.7a

6.7b

6.7c

6.12\*

Minor

5.4a

5.4b

5.4c

Other (non-JCT contract)

Please 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.

Cover for terrorist acts ('Pool Re cover') is a standard requirement under most JCT contracts and our quote will include this unless you have specifically excluded it.

Has terrorism been specifically excluded from the contract?

Yes

No

## D. Security

Please provide the following details:

The total value of all materials associated with the contract

£

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

£

At any other location

£

Other than bulk, unprocessed building materials e.g. sand or gravel, what materials are stored in the open?

Are other materials stored in:

a locked building?

Yes

No

a fully enclosed compound of at least 1.8m in height?

Yes

No

other?  
(please give details)

Is scaffolding (either internal or external) to be used?

Yes

No

If yes, to what extent (internal and external)?

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  No

Automatic intruder alarm Yes  No

Security lighting Yes  No

Ladders removed from the bottom of the scaffolding and locked away at the close of works each day Yes  No

Please detail any other forms of protection employed

Will the scaffolding, because of its proximity, provide access for an intruder to:

any other building you own or occupy? Yes  No

any other building? Yes  No

If yes, please provide details of buildings involved

## E. Additional security questions for Existing Structures

*Only to be completed if the work is on or attached to an existing building insured with us*

Will the premises remain in normal use whilst the work is being undertaken? Yes  No

Will the premises be protected by a professional security firm or resident caretaker?  
*(If yes, please give details in additional security measures question below)* Yes  No

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?

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

## F. Additional question for churches only

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

### Important notes:

It is most important that any contractors you use have the necessary public liability and employer's liability insurance in force. Otherwise, in the event of an injury or damage to a third party property, you may be held liable.

If any 'hot work' is involved i.e. welding, grinding, the use of open flames or the application of heat, then the procedure for hot work permits must be followed. Details of this procedure are contained on our website [www.ecclesiastical.com](http://www.ecclesiastical.com) or can be obtained from us on request.

## 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