

# Building works for your home questionnaire

**Policyholder**

**Policy number**

The following questions help us to assess the risk. When answering these questions, or when we ask you to confirm or amend details, it is your duty to take reasonable care to ensure that the information given is truthful and accurate. If you fail in this duty it may have adverse consequences on your insurance policy including, in the worst case scenario, refusing all claims, cancelling the policy from the beginning and retaining all premiums paid. You should keep a record (including copies of letters) of all information supplied to us in connection with this insurance.

Any telephone calls you make to us may be monitored or recorded.

Please write clearly.

## A. General questions

*Use 'not applicable' where necessary*

**Please give a general description of the work to be undertaken**

**Address of premises where work is to be undertaken**

Postcode

**What is the total cost of the work to be undertaken including architect's and other professional fees and VAT?**

£

**Start date**

**Anticipated completion date**

**Person inspecting/supervising the contract (inc. name, address and telephone number)**

**Name**

**Tel. number**

**Address**

  
  

Postcode

**Will the home remain occupied whilst the work is being undertaken?**

 Yes  No

**Does the work involve roofing/re-roofing?**

 Yes  No

**Are the works detached from the existing structure?**

 Yes  No

**If yes, at what distance?**  metres

**Overall height of extension/new works**

**Number of storeys**

**Is there a basement?**

 Yes  No

**What additional weather or security precautions will be implemented for the existing building and for valuables and other contents during the period of the contract?**

**Is external scaffolding to be used? If yes, will ladders be removed from the bottom of the scaffolding and locked away at the end of each day?**

 Yes  No

**What additional forms of protection will be employed when the scaffolding is in place?**

**Does the work involve the application of heat, e.g. welding, grinding or the use of open flames?**

If yes, provide brief details

**Does the work involve 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

## B. Insurance requirements

### How have the works been agreed?

(a) by exchange of letter?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

(b) by acceptance of contractor's quotation?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

(c) by JCT contract or other formal building contract that you and the contractor have signed?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

**Do you wish to insure in your name the new works and materials during the construction period?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

**If (c) applies, please let us have a copy of the building contract so that we can ascertain the insurance conditions that apply and who is responsible for insuring the works.**

### Important notes

It is most important that any contractors you use have the necessary public liability and employers' 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)**

**Position**

**Date**



Benefact House  
2000 Pioneer Avenue  
Gloucester Business Park  
Brockworth  
Gloucester  
GL3 4AW