

Building Contract Works Questionnaire



Applicable to all contracts with a value under £150,000

Policyholder:

Policy number:

You have a duty to present us with a fair presentation of the risks to be insured and must disclose every material circumstance which you know or ought to know about such risks. You do not need to disclose circumstances which reduce the risk or those which the Company already knows or ought to know.

If you breach your duty to provide a fair presentation of the risks to be insured, the policy could be cancelled or terms changed in accordance with the policy conditions. A specimen policy document is available upon request.

A copy of this questionnaire is available on request.

Section 1

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.

Value of works plus an allowance for architects' and other professional fees, debris removal costs and VAT for which you are responsible:

£

If VAT is exempt from the project in question, you can declare a contract value which excludes VAT. Please note that if a claim were to occur the maximum settlement we would pay would reflect the figure you have declared, regardless of whether elements of the claim include VAT.

Address of premises where work is to be undertaken (please name the specific building that will be affected if the address covers a range of buildings):

Postcode

Please provide a description of the works:

Description of the works continued:

Section 2

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. The clauses are significant and if you are unsure please contact your architect or the person supervising the contract.

JCT contract version number e.g. 2009, 2011, 2016

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Homeowner						
Standard	6.7a		6.7b		6.7c	
Intermediate	6.7a		6.7b		6.7c	
Minor	5.4a		5.4b		5.4c	

Is the contract (select one option only):

Fixed price?	Yes		No	
Fluctuating price?	Yes		No	
Provisional sum?	Yes		No	

If the insurance responsibilities in the JCT contract have been varied, for example by a Replacement Schedule, please confirm the insurance responsibilities of the Employer and the Contractor.

If you are using a formal contract other than a JCT, please provide details below.

In the absence of a formal contract, we will assume the work is being completed on an Exchange of Letters basis, in which the contractor is normally required to insure against any loss or damage to the site works and materials.

Who is stated as the employer for the contact you have entered in to?

Main contractor:

Subcontractor:

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

Name

Tel. number

Address

Postcode

Section 3

Cover for theft of parts of the building or its fixtures (including external metal) is **excluded** whilst any **external** scaffolding is erected at the premises.

Where external scaffolding is in use, the following measures should be in place:

- All lower level ladders including access ladders to any scaffolding are removed from the site, or rendered inaccessible at the end of each day's operations.
- The base of the scaffolding is enclosed in either metal or timber sheeting to a minimum height of 3 metres.

Will any external scaffolding be erected at the premises during the building works?

Yes ☐

No ☐

Will the above two conditions be adhered to whilst the scaffolding is erected?

Yes ☐

No ☐

If either of the above conditions are not adhered to, will any additional security be implemented?

Section 4

Hot works details

Does the work involve any application of heat? E.g welding/grinding?

Yes ☐ No ☐

If yes, please provide details.

What percentage/cost of the total works will be hot works?

%

£

What are the approximate total hours of hot works that will take place?

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What are the methods of hot works that will be used and what for?

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Has the contractor completed, or will be completing a hot works permit?

Yes ☐ No ☐

Will the contractor be observing the Joint Fire Code?

Yes ☐ No ☐

Wet works details

Does the work involve plumbing or the installation or maintenance of wet systems?
E.g Sprinklers, wet heating systems and drainage systems?

Yes ☐ No ☐

If yes, please provide details.

What percentage/cost of the total works will be wet works?

%

£

What are the approximate total hours of wet works that will take place?

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Roofing works details

Does the work involve roofing or re-roofing?

Yes ☐ No ☐

If yes, please provide details.

What percentage/cost of the total works will be roofing works?

%

£

What are the approximate total hours of roofing works that will take place?

Please describe any roof protection to be in place.

Structural works details

Does the works involve structural works including but not limited to demolition, excavation, underpinning, piling, groundworks, the use of explosives or works to structural beams and supports?

Yes ☐

No ☐

If yes, please provide details.

What percentage/cost of the total works will be structural works?

%

£

What are the approximate total hours of structural works that will take place?

Which out of groundworks, piling and/or excavation does the work consist of?

What method of digging will be used for the structural works and to what depth?

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Will the structural works include any demolition, if yes by what method?

Yes ☐

No ☐

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What measures are in place to protect existing structure from the demolition?

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New building details

Do the works include construction of any new buildings (including extensions to or rebuilding of the existing structure)?

Yes ☐ No ☐

If yes, please provide details.

What percentage/cost of the total works will be new building works?

%

£

What are the approximate total hours of new building works that will take place?

If not attached to the existing structure how far apart is it at its closest point?

What materials will the new structure be made from for its walls, roof, frame, etc...?

Yes ☐ No ☐

Normal use

Will any of the work prevent normal use of the building?

Yes ☐ No ☐

If yes, please provide details.

Declaration

Name(s)

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Position

Date

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