

Design & Construct Short Proposal Form

1. Please provide the following details (including all trading names and subsidiaries):

Name _____

Address including
postcode _____

Establishment date _____ Website address _____

2. Please supply details of all principals, directors, partners:

Name	Qualifications	How long with the company

3. Profession / business of the firm/s:

4. Business activities split:

a. Please break your turnover down as follows:

	Last financial year		Current financial year est	
	UK	Overseas	UK	Overseas
i. Turnover where the firm designs and constructs / installs from its own design and provides full technical supervision	£	£	£	£
ii. Fees where the firm provides design and technical services only (i.e. no construction / installation is undertaken by the Firm)	£	£	£	£
iii. Fees where the firm provides project management or supervision of construction / installation services only (i.e. no construction / installation is undertaken by the Firm)	£	£	£	£
iv. Turnover where the firm constructs / installs from others' design performed on behalf of the Firm (i.e. where there is contingent design liability)	£	£	£	£
v. Turnover where the firm constructs / installs from others' designs and others' technical supervision	£	£	£	£
vi. Other turnover not mentioned above (please give details) - these activities will not normally be covered	£	£	£	£
TOTAL	£	£	£	£

b. If no turnover is declared in i. ii. or iii. above, have you ever in the past undertaken contracts with design liability? Yes No

c. Does the turnover declared in 4a vi. relate to any advisory or design services? Yes No

If **YES** to b or c, please provide details, including the approximate turnover involved on a separate sheet

5. Please give details of your five largest contracts

Start and end date	Nature of contract	Total contract value	Income to you

6. Please complete your split of activities for the last financial year:

Architectural	%	Surveying	%
Civil engineering	%	Piling	%
Structural engineering	%	Scaffolding	%
Mechanical engineering	%	Roofing / glazing	%
Electrical engineering	%	Cladding	%
Heating & ventilation engineering	%	Environmental engineering	%
Chemical engineering	%	Demolition	%
Soil engineering	%	Basements	%
Nuclear engineering	%	Swimming pools	%

7. Have you ever taken contractual responsibility for cladding systems on housing, hospitals, schools, residential care homes, prisons, universities, student accommodation, hotels or hostels?

Yes No

If **YES** please answer the following questions:-

Yes No

i. Have you ever been involved in high rise projects over 18 metres?

Yes No

ii. Can you confirm that all cladding (including components within the cladding system) used on these projects has been non-combustible?

Yes No

iii. Were specialist cladding contractors engaged?

Yes No

iv. Did these specialist cladding contractors have their own Professional Indemnity Insurance?

Yes No

If **NO** to ii, please provide details on a separate sheet

8. Do you ensure that any consultants for which you are responsible have a professional indemnity policy in force?

Yes No

9. Do you carry out work only under your standard contract, signed by every client?

Yes No

10. All contracts vetted by a legally qualified person before being agreed?

Yes No

11. Do you always work to a written specification with your clients, outlining the scope of each job?

Yes No

12. Do you ensure that changes to the scope of work are reflected in a written variation of the contract?

Yes No

13. Do you have a formal quality assurance or control programme in force? Yes No

If **NO** to questions 8 - 13, please provide details on a separate sheet

14. Do you currently purchase professional indemnity insurance Yes No

15. What limit/s of indemnity do you require? £

16. In respect of any of the risks to which this proposal relates:

- i. Has any claim been made (whether successful or not) against you, any predecessor, any past or present principals, directors, partners? Yes No
- ii. Has any loss been suffered by you or any predecessor as a result of the dishonesty or malice of any past or present principals, directors, partners, employees or self-employed person? Yes No
- iii. Are you, after full enquiry aware of any circumstance which is likely to give rise to a claim or loss against you, any predecessor or any past or present principal, director, partners? Yes No
- iv. Are you, after full enquiry aware of any shortcoming in your work for a client who is likely to give rise to a claim against you? Yes No

If **YES** to any of the above, please provide details on a separate sheet.

Please read this paragraph carefully before signing the declaration

It is essential that every Proposer, when seeking a quotation to take out or renew any insurance, discloses to the prospective Insurers all material facts and information (including all material circumstances) which might influence the judgement of an Insurer in deciding whether to accept the risk and on what terms. The obligation to provide this information continues up until the time that there is a completed contract of insurance. Failure to do so entitles the Insurers, if they so wish, to avoid the contract of insurance from inception and so enables them to repudiate liability thereunder. If you have any doubt as to what constitutes a material fact or circumstance please do not hesitate to ask for advice.

Declaration

On behalf of the Proposer, I/we declare that, after full enquiry, the contents of this proposal are true and that I/we have not misstated, omitted or suppressed any material fact or information. If there is any material alteration to the facts and information which I/we have provided or any new material matter arises before the completion of the contract of insurance, I/we undertake to inform the Insurer.

Signature of principal / director / partner:

Date:

Additional Information