

# BUILDING WORKS Questionnaire



Please use CAPITAL LETTERS when completing this form and answer each question in full.

Completed forms should be submitted at least 96 hours before the proposed contract start date.

No insurance cover can be provided until Home & Legacy has accepted your application and you have paid or agreed to pay the premium. A copy of the policy wording and information about the building works product can be downloaded from our website at [www.homeandlegacy.co.uk](http://www.homeandlegacy.co.uk) or we can send to you upon request.

## Section 1 – General Information

1. Full Name(s) of the insured (the persons for whom the building works project is being undertaken):

\_\_\_\_\_

\_\_\_\_\_

2. Correspondence Address:

Address \_\_\_\_\_

Postcode \_\_\_\_\_

3. Address of property undergoing building works:

Address \_\_\_\_\_

Postcode \_\_\_\_\_

4. Start date of contract: \_\_\_\_\_ End date of contract: \_\_\_\_\_

5. Is insurance required for:

a) Building work projects to existing buildings or structures at the address? – e.g. refurbishment or alteration to buildings/structure existing at the property address before the start of the project Yes  No

b) Building work projects to construct new buildings or structures at the address? Yes  No

6. What is the rebuilding value of the existing buildings/structures prior to the commencement of the building work project? \_\_\_\_\_

7. Please give a description of anticipated replacement value of the buildings/structures once the building work project has been completed. If possible please provide a split for separate buildings/structures. It would also be useful to send us any plans or photographs.

Description of the building or structure	Building or structure (please tick)	Anticipated value upon completion	Plans or photos attached (please tick)
_____	Existing <input type="checkbox"/> New <input type="checkbox"/>	£ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	Existing <input type="checkbox"/> New <input type="checkbox"/>	£ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	Existing <input type="checkbox"/> New <input type="checkbox"/>	£ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	Existing <input type="checkbox"/> New <input type="checkbox"/>	£ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>

8. What is total value of the contract (cost of building works) including professional fees and VAT? £ \_\_\_\_\_

## Section 1 – General Information (continued)

**9 Will the insured be supplying any new fixtures, fittings or similar for use by the contractor in connection with the building works for permanent inclusion into the building or structure? *If yes, please specify.***

Description \_\_\_\_\_ Value £ \_\_\_\_\_

Description \_\_\_\_\_ Value £ \_\_\_\_\_

**10. Is cover required for any contents existing at the property address (e.g. furniture, carpets) before the start of the project? *If yes, please specify. Note - Home & Legacy Home insurance policyholders may have cover under an existing home insurance policy.***

Description \_\_\_\_\_ Value £ \_\_\_\_\_

Description \_\_\_\_\_ Value £ \_\_\_\_\_

**11. Are any notable features or elements of the building/structure being salvaged for incorporation in to the building works project or for resale? *If yes, please specify.***

Description \_\_\_\_\_ Value £ \_\_\_\_\_

Description \_\_\_\_\_ Value £ \_\_\_\_\_

**12. Has the building/structure suffered from or had any history of damage caused by subsidence or ground movement?** Yes  No

**13. Is building/structure in a location exposed to storm or flood or had any history of damage caused by storm or flood?** Yes  No

*If yes, to either 12 or 13, give further details*

\_\_\_\_\_

\_\_\_\_\_

## Section 2 – Details of the Contractual Conditions for the building works

**14. Is a formal (written) Contract in place covering any part of the building works project?** Yes  No

*If yes:*

a) Do the terms of the contract require the insured to insure all property? Yes  No

b) Is there a requirement to include other parties in joint title to the policy? Yes  No

*If yes, please specify the names of the other parties who require insurance protection:*

\_\_\_\_\_

\_\_\_\_\_

c) What type of Contract Form is being used e.g. (JCT Minor Works)? Please specify below:

\_\_\_\_\_

\_\_\_\_\_

d) If the type of Contract has not been specified at c) please attach a copy of the Insurance Clause.

Is a copy of the Insurance Clause attached? Yes  No

e) Who is managing the building works project? \_\_\_\_\_

### Section 3 – Details of the Contractor

15. Name of the contractor (business name) undertaking and/or controlling the Building Works

\_\_\_\_\_

16. Address of the contractor

Address \_\_\_\_\_

Postcode \_\_\_\_\_

17. Website or details of the history of the contractor – e.g. number of years in business

\_\_\_\_\_

18. What level of public liability insurance is held by the contractor? – e.g. £1m, £2m, £5m \_\_\_\_\_

19. Do you have any evidence of the contractor's public liability insurance? Yes  No

*Please note - we may require a copy of the contractor's Public Liability insurance certificate to evidence that cover is in place.*

### Section 4 – General Details of the Building Works

20. Does the building work project involve work on a listed building(s)? Yes  No

*If yes, what Grade is the property?* \_\_\_\_\_

21. Do you have any documents setting out the full scope of the building works (detailing all materials and methods of construction), architects plans and builders progress (Gantt chart) plans? Yes  No

*If yes, please attach copies – this information will help the insurer to assess the risk*

Documents attached? Yes  No

22. Please tick to indicate the type of building work project?

Erection of new residential property with no existing structures

Erection of new residential property with retention of parts of the existing structure; e.g. building façade, existing walls or foundations only

Age of existing building \_\_\_\_\_ Number of storeys \_\_\_\_\_

Erection of outbuilding(s) separate from existing residential property at the insured address

A **large** above ground extension to an existing residential property i.e. more than 25 square metres and/or one storey

A **small** above ground extension to an existing residential property i.e. less than 25 square metres and/or one storey

Below ground basement extension or refurbishment

Re-roofing

Refurbishment of internal parts of an existing building

Age of existing building \_\_\_\_\_ Number of storeys \_\_\_\_\_

Refurbishment of external parts of an existing building

Loft conversion

Swimming pool construction or refurbishment

Civil work (driveway, flood protection etc.) and landscaping

Other works – please give a description

\_\_\_\_\_

\_\_\_\_\_

## Section 5 – Details of Non-Standard Building Works

23. Please give details of any unusual, non standard methods of construction being used on the project.

*The following are examples but not an exhaustive list:*

- a) *Barn conversion or other Timber Framed Structure*
- b) *Flat Roof construction*
- c) *Demolition work*
- d) *The raising of walls to add additional floors to an existing building*
- e) *The use of rare or expensive materials (marble cladding, silver gold fittings, expensive glass walling etc.) exceeding a value of £50,000*
- f) *Installation of renewable energy (wind, solar, hydro or geothermal) equipment*
- g) *Basement construction or deep excavation (over 3 metres) below the level of the water table or near known watercourses*
- h) *Underpinning / shoring up / piling / foundation /dewatering work*
- i) *Works involving a thatched property or work adjacent to an existing thatched property*
- j) *Works involving direct application of heat (e.g. paint-stripping, plumbing work, welding etc)*

**Note: the insurer may require more detailed information and/or a risk survey.**

## Section 6 – Occupancy and Security arrangements

### 24. In respect of the building works project site located at the address of property:

- a) Are there any rights of way or open access to the public? Yes  No
- b) Is the site fenced off so as to restrict unauthorised access? Yes  No
- c) During the period of the works will the buildings be in normal use/occupancy? Yes  No

### 25. Please tick all that apply in regard to the security arrangements?

- Central station intruder alarm system is set when all buildings are unoccupied
- Site access control system is in place
- Professional guarding company is in attendance when the project site is at rest
- Central Station remotely monitored CCTV installation is in operation

### 26. Please specify how the doors and other possible points of access on unoccupied buildings will be secured when the building works project site is at rest?

### 27. If you have answered no to 24 a), b) or c) or if there are any additional precautions that are in place to limit unauthorised access to the site of the building works project please specify below:

## Section 7 – Information about you

### 28. Have you or any person living with you at the addresses shown in Section 1:

- a) had an insurance proposal declined, renewal refused, insurance cancelled or special terms applied? Yes  No
- b) had a conviction or been charged (but not yet tried) or given an official police caution in respect of any criminal offence other than a motoring offence? Yes  No
- c) been declared bankrupt or insolvent or been disqualified from being a company director? Yes  No

### 29. Have you or any person living with you made any buildings and/or contents claims or have there been any incidents at the building/structure address which could have resulted in an insurance claim in the last 3 years?

Yes  No

*If yes, to either 28 or 29 give further details*

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## Section 8 – Important Information

### Fair Processing (How we use your information)

To find out how your data will be used, you can find a copy of our full 'Fair Processing Notice' at [www.homeandlegacy.co.uk](http://www.homeandlegacy.co.uk).

### Declaration

When you send us your completed questionnaire you are declaring that the information given is accurate and complete and that no relevant information has been withheld or omitted. You accept and understand that providing false information is fraud and can have the following consequences: non-payment of claims, policy cancellation, difficulty in obtaining insurance in the future or significant extra cost in doing so.

You should keep a record of all information supplied to us for the purpose of this application.

**If there is anything that you do not understand please contact Home & Legacy.**

Name/signature of person completing form: \_\_\_\_\_

Dated: \_\_\_\_\_

*Please tick, if you are an Agent completing on behalf of your client*

Yes  No

Print

Save

Submit