

DESIGN AND CONSTRUCT PROFESSIONAL INDEMNITY PROPOSAL FORM

The completion of this form in no way binds the Proposer to purchase insurance, nor does it bind Underwriters to give insurance.
Any information given will only be passed to Underwriters for the purpose of quotation and will be treated as confidential.

1) COMPANY NAME/TRADING NAME(S) INCLUDING PREVIOUS TRADING STYLES:					
2) FIRMS PRIMARY ADDRESS AND POSTCODE:					
3) WEBSITE ADDRESS			4) DATE 1ST ESTABLISHED:		
5) FIRMS BUSINESS DESCRIPTION:					
6) FIRMS GOVERNING BODY:					
7) DETAILS OF MAIN PRINCIPALS, PARTNERS OR DIRECTORS OF THE FIRM: (PLEASE ATTACH CV'S IF AVAILABLE)					
Full Name		Qualifications		Year Qualified	
8) PLEASE STATE NUMBER OF:					
Partner / Principals / Directors		Other Qualified Staff		All Other Staff	
9)	UK	Europe	USA/Canada	Other	Total
Total Turnover in last financial Year ending:/...../.....	£	£	£	£	£
Total Turnover in previous financial year 1:	£	£	£	£	£
Total Turnover in previous financial year 2:	£	£	£	£	£
Estimated Gross Turnover for next financial year:	£	£	£	£	£
Largest Fee from any one client:	£	£	£	£	£

10) FULL DESCRIPTION OF ACTIVITIES WITH PERCENTAGE BREAKDOWN FOR THE LAST FINANCIAL YEAR (ESTIMATED IF NO HISTORICAL DATA):			
Architectural	%	Mechanical Engineering (not process engineering)	%
Chemical / Process Engineering	%	Project Co-ordination	%
Civil Engineering / Structural Engineering	%	Project Management	%
Electrical / Heating / Ventilating / Air Con Engineering	%	Soil Engineering / Environmental Engineering	%
Foundations / Piling / Underpinning Engineering (in isolation)	%	Others (please specify)	%
Marine Engineering	%		
11) DIVISION OF ACTIVITIES UNDERTAKEN IN LAST FINANCIAL YEAR, PERCENTAGE BREAKDOWN (ESTIMATED IF NO HISTORICAL DATA):			
Basements Standalone Contracts	%	Office Furniture Fit Out	%
Care / Residential Homes	%	Plumbing	%
Carpentry	%	Public Utility Contractors	%
High Rise (over 6 storeys)	%	Residential Apartments / Flats / Schemes (max 4 floors)	%
Hospitals / Surgeries	%	Residential Houses (Individual)	%
Hotel / Leisure	%	Residential Houses (Multiple)	%
Industrial / Factories	%	Retail / Commercial	%
Industrial Building Systems	%	Roads / Highways	%
Interior Design (Non-Structural)	%	Scaffolding	%
Landscaping	%	Schools / Universities / Municipal Buildings	%
Lighting Engineering	%	Sewerage / Water	%
Mechanical Plant / Bulk Handling Equipment	%	Sign Installers	%
Modular Buildings	%	Street Furniture Design & Installation	%
Offices	%	Swimming Pools	%
Office Designers (Non-Structural) / Shop Designers (Non-Structural)	%	Other Specialist Activities (please give details)	%
12) HAS THE FIRM / INDIVIDUAL EVER UNDERTAKEN OR PLAN TO UNDERTAKE WORK RELATING TO:			
Airports (airside) / Ports / Railways (trackside)	YES		NO
Amusement Parks / Rides / Funfair	YES		NO
Atomic / Nuclear	YES		NO
Automotive / Aeronautical / Marine	YES		NO
Basements (If yes please complete basement questionnaire)	YES		NO
Basements (Standalone Contracts)	YES		NO
Bridges / Tunnels / Mines	YES		NO
Car Parks	YES		NO
Chemical / Petrochemical / Refineries	YES		NO
Cladding (If yes please completed cladding questionnaire)	YES		NO
Damp Proofing / Waterproofing Design	YES		NO
Golf Course Design / Sports Playing Surfaces	YES		NO
Harbours / Jetties / Dams / Sea Defences	YES		NO
Power Plants / Biomass / Renewable Energies	YES		NO

Soil Engineering	YES		NO	
Stadiums / Arenas	YES		NO	
Swimming Pools	YES		NO	
If yes, Is a third-party specialist swimming pool contractor employed directly by the client / employer?	YES		NO	
Is there proof of PI Insurance held by the specialist?	YES		NO	

13) FULL DESCRIPTION OF ACTIVITIES WITH PERCENTAGE BREAKDOWN FOR THE LAST FINANCIAL YEAR (ESTIMATED IF NO HISTORICAL DATA):

Turnover where the firm designs and constructs/installs from its own design and provides full technical supervision	%
Turnover where the firm accepts responsibility for designs and construction with their client (& provides full technical supervision) but where all design is subcontracted to a design professional (contingent design liability)	%
Turnover where the firm accepts responsibility for designs and construction with their client but where all design and technical supervision is subcontracted to a professional (contingent design & supervision liability)	%
Turnover where the firm undertakes construction, erection or installation & provides full technical supervision but has no responsibility to their client for design	%
Turnover where the firm undertakes construction, erection or installation but has no responsibility to their client for design or technical supervision	%
All other turnover work not previously mentioned (e.g., supply of materials, equipment) not covered	%
Fees received for design only contracts, where such work is performed by the firm and where no construction is involved	%
Fees received for contracts where the firm has been employed in a professional capacity to carry out project management &/or supervision of construction	%

b. Number of storeys in highest block completed in the last ten years

14) DO YOU APPOINT THE SERVICES OF SUB CONTRACTORS/SUB CONSULTANTS?	YES		NO	
15) DOES THE PROPOSER ENSURE ALL SUB-CONSULTANTS HOLD THEIR OWN PROFESSIONAL INDEMNITY INSURANCE?	YES		NO	
16) HAS THE PROPOSER BEEN OR COULD THE PROPOSER BE APPOINTED AS A PRINCIPAL DESIGNER?	YES		NO	
17) IF 'YES', WILL THIS ROLE BE SUB-CONTRACTED OUT?	YES		NO	

18) IF 'NO', WHAT QUALIFICATIONS, TRAINING AND EXPERIENCE DOES THE INSURED HAVE IN UNDERTAKING THE ROLE OF PRINCIPAL DESIGNER?

--

19) DETAILS OF THE 5 LARGEST CONTRACTS IN THE LAST 5 YEARS (GIVE DETAILS OF CURRENT PROJECTS IF NEW BUSINESS):

Date	Client	Description	Total Contract Value	Own Contract Value

20) HAVE YOU ENTERED ANY CONTRACTS SUBJECT TO NON UK LAW? IF YES PLEASE GIVE DETAILS AT THE END OF THE FORM			YES	NO
21) DOES THE FIRM CURRENTLY HOLD PROFESSIONAL INDEMNITY INSURANCE?			YES	NO
Current Insurers				
Current PI Broker				
Premium				
Excess				
Renewal Date				
Retroactive Date				
22) WHAT LIMIT OF INDEMNITY IS REQUIRED?				
23) CLAIMS AND OTHER CIRCUMSTANCE STATEMENTS				
(a) No claims for professional negligence, error or omissions or the like have ever been made against The Firm or any predecessor(s) in business or against any Partners/Directors/Principals either directly or in respect of any Company of which they were a Partner/Director/Principal of.			TRUE	FALSE
(b) After enquiry within The Firm, the Proposer is not aware of any circumstances which may have occurred which may give rise to a claim.			TRUE	FALSE
(c) The Firm or any Partners/Directors/Principal have not had any Insurers decline to offer PI renewal terms, nor had their PI policy cancelled or voided, or had any special premium increase or special terms being imposed due to a material fact.			TRUE	FALSE
(d) The Firm or any Partners/Directors/Principal do not act, or have not acted, in any capacity other than those declared			TRUE	FALSE
(e) The Firm or any Partners/Directors/Principal have not ever been the subject of investigations or disciplinary proceedings by any Regulatory Body or the Health & Safety Executive?			TRUE	FALSE
(f) The Firm or any Partners/Directors/Principal do not undertake work for any partnership, company or organisation in which they are in a position to exercise a controlling interest in such a partnership, company, organisation.			TRUE	FALSE
(g) The Firm or any Partners/Directors/Principal have never been declared bankrupt, disqualified from being a company director, involved with a company that has gone into liquidation/administration/CVA or had a CCJ against them.			TRUE	FALSE

h) The Firm has adequate resources and working capital to continue trading for the next 12 months	TRUE	FALSE
---	------	-------

If you answer 'False', to any of the questions above please provide details in the space at the end of the form.

24) CONTACT NAME	25) CONTACT EMAIL

26) MOBILE NUMBER	27) TELEPHONE

28) MATERIAL INFORMATION

You must search for all material information and disclose it to us without misrepresentation. Material information is anything which might reasonably influence our decision to offer you insurance or the terms (including the premium) on which any offer is made. It includes facts, circumstances, allegations and events. Material information includes special or unusual facts concerning you or your business, any particular concerns you may have which have led you to seek or increase your insurance cover and any other facts relevant to the risk taken by us. You should assume that all information specifically sought by us is material, whether in this proposal form or otherwise.

Please check carefully all the information and advise your insurance adviser if any corrections or additions are required as soon as reasonably practicable.

29) DECLARATION

I/we declare that I/we have made a fair presentation of the risk, by disclosing all material matters which I/we know or ought to know or, failing that, by giving the Insurer sufficient information to put a prudent insurer on notice that it needs to make further enquiries in order to reveal material circumstances.

Signed:		Dated:	
----------------	--	---------------	--

Any Additional Information (Please continue on a separate sheet if required):

Your information

We collect and use relevant information about you to arrange your insurance cover and to meet our legal obligations.

This information includes personal data such as your name, address, contact details and other information that we collect about you in connection with the insurance cover from which you benefit. This information may also include more sensitive data such as information about your health and any criminal convictions.

In certain circumstances, we may need your consent to process certain information about you and this is explained in our privacy policy. This is available to read and download at www.nbsunderwriting.co.uk or on request.

For the purpose of providing insurance and handling claims or complaints your information may be shared with, and used by, a number of third parties in the insurance and associated sectors e.g advisers, agents, brokers, insurers, reinsurers, loss adjusters, solicitors, sub- contractors, regulators, law enforcement agencies, fraud and crime prevention agencies. We will only disclose your personal information in connection with the insurance coverage that we provide and to the extent required or permitted by law.

If you provide other people's details to us

Where you provide us or your insurance adviser with information about other people, you must make them aware that you are doing so. Where possible, you should also provide them with this notice.

If you would like more information

For more information about how we use your personal information, please see our privacy policy which is available at www.nbsunderwriting.co.uk or on request.

You have rights in relation to the information we hold about you, including the right to access your information. If you wish to exercise your rights, discuss how we use your information or request a copy of our privacy policy, you should contact the insurance adviser who provided you with your insurance in the first instance, or directly with us by contacting:

NBS Underwriting

NBS House, Aire Valley Business Park, Wagon Lane, Bingley, BD16 1WA

Tel: 0333 032 5000

Email: info@nbsunderwriting.co.uk