



T H O R N H I L L
I N S U R A N C E
EST—1982

A trading style of Brian Thornhill (Insurance Brokers)

Your **Professional Indemnity Specialists**
www.thornhillinsurance.co.uk

Design & Construct Professional Indemnity Insurance Proposal Form

Please complete this form in BLOCK CAPITALS

IMPORTANT INFORMATION

This proposal form must be completed and signed by a Principal, Partner or Director of the Proposer. The person completing and signing the form should be authorised by the Proposer to do so and should make all necessary enquiries of his fellow Partners, Directors and Employees to enable all the questions to be answered.

You **MUST** complete all sections of this Proposal Form.

704 Huddersfield Road - Ravensthorpe - West Yorkshire

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Design & Construct 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 Details:

Trading Name:			
Address:			
Contact Numbers:	Tel:	Fax:	Mobile:
Email Address:			
Website Address:			
Company Establishment Date:			

2) Principals / Directors / Partners Details:

Full Name of Principal / Director / Partner	Qualifications	Date Qualified	How long with Proposer

3) If cover is required for your previous Businesses (Predecessor Practices), please provide details:

Trading Name	Start Date	End Date	Reason for cessation

4) Please state total numbers of:

Principals / Directors / Partners	
Professionally Qualified Architects, Engineers, Surveyors	
Other Technical or Qualified Staff	
Others	
TOTAL	

5) Full description of Company Activities:

6) Please give details of the 5 largest contracts undertaken where there is design liability, whether direct or contingent, where construction has commenced during the last 5 years:

Start Date	Approximate Completion Date	Company Contract Value	TOTAL Contract Value	Description of Services Performed

7) Please give details of 5 typical contracts where there is design liability, whether direct or contingent, where construction has commenced during the last 5 years:

Start Date	Approximate Completion Date	Company Contract Value	TOTAL Contract Value	Description of Services Performed

8) Please state for each of the following, the approximate percentages of the total work carried out by the Design and Consulting department in the last financial year:

Architectural	%
Civil Engineering	%
Structural Engineering	%
Mechanical Engineering	%
Electrical Engineering	%
Heating & Ventilation Engineering	%
Chemical Engineering	%
Soil Engineering	%
Nuclear Engineering	%
Surveying	%
Other:	%
	100%

9) Please state for each of the following, the approximate percentages of the total work carried out by the Design and Consulting department in the last financial year:

	Design Only	Design and Construction
Home Building		
Individually Designed	%	%
Multiple Low Rise	%	%
Multiple High Rise	%	%
Modular (repetitive design)	%	%
Public/Commercial Buildings		
Hospitals	%	%
Schools/Universities	%	%
Offices/Retail/Warehouses	%	%
Engineering Construction		
Highways	%	%
Bridges/Tunnels/Dams	%	%
Harbours/Jetties	%	%
Sewage/Water Schemes	%	%
Industrial		
Power/Manufacturing Plants	%	%
Refineries/Petrochemical Installations	%	%
Mechanical Plant/Bulk Handling Equipment	%	%
Industrial Building Systems	%	%
Other:	%	%
TOTAL	100%	100%

10) Please provide details of any substantial changes and major new projects being undertaken during the next 12 months:

I 1) Please state Company Total Gross Turnover for each of the last 5 completed years:

Year End	UK Contract	Overseas Contracts
	£	£
	£	£
	£	£
	£	£
	£	£

I 2) Please breakdown your Turnover as follows:

		Last Complete Financial Year		Current Financial Year Estimate	
		UK	Overseas	UK	Overseas
A	Turnover where the Firm designs and constructs from its own design and provides full technical supervision				
B	Fees where the Firm provides design and technical services only (i.e. no construction is undertaken by the Firm)				
C	Fees where the Firm provides project management or supervision of construction services only (i.e. no construction is undertaken by the Firm)				
D	Turnover where the Firm constructs from others' design performed on behalf of the Firm (i.e. where there is a contingent design liability)				
E	Turnover where the Firm constructs from others' design and others' technical supervision				
F	Other turnover not mentioned above (please provide details on separate letterhead) - these activities will not normally be covered				
TOTAL					

I 3) Does the Turnover declared in Question I 2) Section F) relate to any Advisory or Design Services?

If YES please provide details, including the approximate Turnover involved:

I 4) Do you engage in, or are you responsible for, the manufacture or fabrication of any pre-engineered unit?

If YES please provide details and explain where the relevant Turnover has been declared in Question I 2):

15) Please provide more details of the work undertaken in the past 3 years:

Please note 'own project value' refers to the total value of the proposer's proportion of the total project (not just the fee element)

Civil Engineering		
Average total single project value of jobs undertaken in last 3 years	Highest total single project value of an individual job in last 3 years	Highest own single project value of an individual job in last 3 years
£	£	£

Structural Engineering		
Average total single project value of jobs undertaken in last 3 years	Highest total single project value of an individual job in last 3 years	Highest own single project value of an individual job in last 3 years
£	£	£

Building Services Engineering		
Average total single project value of jobs undertaken in last 3 years	Highest total single project value of an individual job in last 3 years	Highest own single project value of an individual job in last 3 years
£	£	£

16) Do you ensure that any consultants for which you are responsible have a Professional Indemnity policy in force?

17) Do you have a formal quality assurance or control programme in force?

If YES please provide details:

18) Does any client or contract represent more than 50% of your annual work?

19) Have you ever failed to complete a project?

If YES please provide details:

20) Does the work carried out consist of well established techniques?

If NO please provide details:

21) Does the Company or any Principal / Director / Partner have any association with or financial interest in any other Practice, Company or Organisation?

If YES please provide details of the nature of the Association together with the Name and Business of the Third Party:

22) Claims Information:

Have any claims in respect of the risks to which this form relates ever been made against the business or any of the Principals?	Y / N
Are any of the Principals, Partners or Directors, AFTER FULL ENQUIRY, aware of any circumstances which might give rise to any such claim?	Y / N
Has any proposal in respect of the risk to which this form relates ever been declined or has any such insurance ever been cancelled or renewal been refused?	Y / N

If YES to any of the above please provide full details on a separate letterhead

23) Do you currently hold Professional Indemnity Insurance?

Y / N

24) Current Professional Indemnity Policy Details (DO NOT ANSWER IF A RENEWAL WITH PINSURE LIMITED):

Current Insurer:	
Renewal Date:	
Limit of Indemnity:	
Basis of Limit of Indemnity:	
Excess:	
Premium:	

25) What Limit of Indemnity and Excess do you require?

Limit of Indemnity	
Excess	

26) Any Other Material Information?

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Please read this paragraph carefully before signing the declaration:

It is essential that every Proposer or Insured 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 judgment of an underwriter 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

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. I/we agree that this proposal together with any other information supplied by me/us shall form the basis of any contract of insurance which may be effected. 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 Insurers.

I/we hereby consent to any information I/we have provided being processed by you for the purposes of providing insurance and claims handling, which may necessitate sharing such information with third parties. Brian Thornhill & Son Insurance Brokers may use this information for marketing (by post, telephone, e-mail or fax) subject to the conditions of the Data Protection Act. If you do not wish these details to be used for marketing please inform Brian Thornhill & Son Insurance Brokers in writing. Under the Data Protection Act 1998 you have the right to access or amend the information we hold about you. If you would like to exercise either of these rights please contact Pinsure Ltd

Signature of Principal / Director / Partner**Date**

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