

Burns & Wilcox

Architects & Engineers

Proposal Form

ARCHITECTS & ENGINEERS

PROPOSAL FORM

IMPORTANT INFORMATION REGARDING COMPLETION OF THIS FORM

Method of Completion

This proposal form may be completed in ink or electronically and signed and dated version sent to us prior to binding cover;

All questions must be answered (if necessary comment as “not applicable” or “none”).

Presentation

If there is insufficient space in the proposal form, or simply to provide underwriters with a better understanding of your experience, expertise or activities, please supply additional information on your letter headed paper;

CV's of your principals/directors should be supplied if you have not previously been insured, or if any principal has been in their current position fewer than three years;

Copies of your standard contract conditions, brochures or other marketing material should be supplied if this helps to describe the activities undertaken.

Disclosure

It is essential that every Firm or Proposer when seeking a quotation to take out or renew any insurance make a fair representation of the risk they are seeking to insure. The obligation to provide this information continues up until the time that there is a completed contract of insurance. Failure to do so may have serious adverse consequences for coverage under the contract of insurance. If you have any doubt as to what constitutes a fair presentation please do not hesitate to ask for advice from your insurance advisor;

It is particularly important to disclose all potential professional negligence claims that may be made against you and to notify your current insurers of such matters as appropriate.

1. NAME(S) OF INSURED/PROPOSER (including all trading names of entities to be insured) (Please include any predecessors for whom cover is required):

2. ADDRESSES OF THE PRINCIPAL OFFICE

(Please list all other locations by Town or Country if overseas and identify the supervising Partner / Director at each location. Please provide an appendix sheet if required):

ALL OTHER ADDRESSES BY TOWN/COUNTRY

PRINCIPLE CONTACT:	
TELEPHONE NUMBER:	
FAX NUMBER:	
E-MAIL:	
WEB-SITE ADDRESS:	

3. DATE OF COMMENCEMENT OF CURRENT BUSINESS

DATE OF COMMENCEMENT OF AND CESSATION OF FORMER BUSINESS (if applicable)

REASON FOR CESSATION OF FORMER BUSINESS

4. FULL DESCRIPTION OF BUSINESS ACTIVITIES

(Please attach brochure(s) if available):

5. PARTNERS / DIRECTORS / SOLE PRACTITIONERS & CONSULTANTS

NAMES OF:	AGE	QUALIFICATIONS & PROFESSIONAL ASSOCIATES	DATE QUALIFIED	NUMBER OF YEARS AS
a. Partners/Directors/ Sole Practitioners b. Consultants				Partner/Director/ Sole Practitioner
a.)				
b.)				

6. NUMBER OF STAFF

(Not including the above):

QUALIFIED STAFF	OTHER (I.E. ADMIN STAFF)	SELF EMPLOYED/ CONTRACT HIRE PERSONS	TOTAL

7. RECENT CHANGES

During the last six years, has the name(s) of the Insured / Proposer changed or has any amalgamation or acquisition taken place, or have there been changes of Partners / Directors / Sole Practitioners? (i.e. departed, retired or deceased etc...)

Yes No

If "Yes", please give details below:

8. NEW ACTIVITIES

Please provide details of major new activities being undertaken during the forthcoming financial year, i.e. new offices, new disciplines, territories, etc.

9. OTHER FINANCIAL INTERESTS

Does the Insured / Proposer or any Partner / Director 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? (Apart from shares held in Public Companies)

Yes No

If "Yes", please state the name and nature of such organisation and outline the work undertaken below:

10. JOINT VENTURE/CONSORTIUM

a) Is the Insured / Proposer or any other Partner / Director / Proprietor currently a member of a Consortium or has the Firm or any Partner / Director / Proprietor worked in the past in association with any other Firm or organisation?

Yes No

If "Yes", please supply full details including names of all members and PII cover carried by each party below:

NAME	QUALIFICATIONS	FEES PAID (ANNUAL)	NATURE OF SERVICES THEY PROVIDE TO YOU	DO THEY HAVE THEIR OWN PII COVER?

b) Is cover required for such work?

If "Yes", insurers will require a copy of any new agreement not previously declared to underwriters

11. INDEPENDENT CONSULTANTS

When independent or specialist consultants are required, has the Insured / Proposer in the past ensured, and will in the future endeavor to ensure, that such consultants are appointed directly by and paid by your clients?

- (a) In the past? Yes No
- (b) In the future? Yes No

PLEASE NOTE: Whenever you engage or employ consultants, you should ask each year for evidence of their professional indemnity insurance.

12. CONTRACTOR / SUPPLIER?

Does the Insured / Proposer engage in any construction, erection or supply of material?

- Yes No

If "YES", please provide full details (Please attach appendix sheet if required):

13. INDEPENDENT WORK (Partnerships / Ltd Companies Only)

- a) Do any of the Partners / Directors carry out independent work in their own name?
- b) Is a quotation required to include cover for such work under this policy?

If "YES", please advise for each Partner / Director:

- (i) Brief description of work:

(ii) Total amount of Gross Fees received from this work in the last financial year

(iii) Details of any claims paid or any known circumstance which may give rise to a claim

14. GROSS FEE INCOME

Please advise (for new Insured(s) / Proposer(s) start up's, please estimate the expected fee income):

	ACTUAL FOR LAST FINANCIAL YEAR	ESTIMATE FOR CURRENT FINANCIAL YEAR	ESTIMATE FOR NEXT FINANCIAL YEAR
UK in £	£	£	£
USA or Canada in £	£	£	£
Elsewhere including USA or Canada in £	£	£	£

Total in £	£	£	£
Largest total fees from any one client in £	£	£	£

PLEASE STATE THE DATE OF YOUR FINANCIAL YEAR END:

15. DISCIPLINE PROFILE Please advise

SPLIT OF GROSS FEE INCOME RECEIVED IN THE LAST COMPLETE FINANCIAL YEAR:

	UK	USA or CANADA	ELSEWHERE
ARCHITECTURAL WORK RIBA stages 0-2 only	£	£	
ARCHITECTURAL WORK RIBA stages 0-7	£	£	
TOWN PLANNING	£	£	
FEASIBILITY STUDIES	£	£	
LANDSCAPE / GARDEN ARCHITECTURE	£	£	
QUANTITY SURVEYING	£	£	
RESIDENTIAL STRUCTURAL SURVEYS / INSPECTION REPORTS	£	£	
RESIDENTIAL VALUATIONS	£	£	
COMMERCIAL VALUATIONS	£	£	
INTERIOR DESIGN (STRUCTURAL)	£	£	
PROJECT CO-ORDINATION / EMPLOYEES AGENT	£	£	
PROJECT MANAGEMENT	£	£	
BUILDING SURVEYING	£	£	
PRINCIPAL DESIGNER	£	£	
EXPERT WITNESS WORK	£	£	
OTHER WORK - PLEASE SPECIFY	£	£	
TOTAL GROSS INCOME	£	£	

Total Buildings Values Certified during the last complete financial year

£

Gross Fees paid to Consultants during the last complete financial year

£

Gross Fee income in the last complete year from **ABORTED WORK**, where there is no likelihood of any future construction

£

16. CLIENT PROFILE

Please give the approximate percentage of the Insured(s) / Proposer(s) work carried out during the last complete financial year applicable to the following projects:

Educational Facilities (Schools, Universities etc...)		%	Office Facilities	Up to 3 stories	%	
				Above 3 stories	%	
Medical Facilities (Hospitals, Nursing Homes, etc...)		%	Commercial / Retail Facilities	Up to 3 stories	%	
				Above 3 stories	%	
Recreation / Leisure Facilities (Hotels, Sport Centres, Swimming Pools, etc...)		%	Industrial Facilities		%	
Housing	Individual Dwellings	%	Manufacturing Plants		%	
	Low Rise Multiple Dwellings	%			%	
	High Rise Multiple Dwellings	%		Roads / Highways		%
	Modular Dwellings	%				%
Sewerage / Water Schemes		%	Offshore Installations / Marine		%	
Harbours / Jetties		%	Bridges / Tunnels		%	
Dams / Mines		%	Chemical / Oil / Nuclear Facilities		%	
Mechanical & Bulk Handling Plants		%	Other (Please Specify)		%	

17. SUPERVISION / INSPECTION

Please advise the following as an approximate percentage of the Insured(s) / Proposer(s) work during the last complete financial year:

- (a) Where the Firm both designs and supervises or inspects construction
- (b) Where the Firm supervises or inspects construction from other designs
- (c) Where the Firm provides design etc... but no supervision or inspection

(d) Where the Firm acts as a Project Manager or Project Co-ordinator

(e) Where the Firm acts as a Planning Supervisor

18. PROJECT PROFILE

Please state the five largest contracts where construction has been started during the last six years.

START DATE	BRIEF DESCRIPTION	TOTAL CONTRACT VALUE	FIRM CONTRACT VALUE	FIRM'S FEE	COMPLETION DATE
		£	£	£	
		£	£	£	
		£	£	£	

19. BASEMENT AND SWIMMING POOL WORK

a) Have you ever during the last ten years, or in the future do you intend, to be involved in a contract which includes work on a Basement (below ground level) or a Swimming Pool?

Yes No

If "Yes", please complete the remaining parts of this question.

b) List all projects which have involved Basements Swimming Pools, stating the name of the client, the extent of your services provided and location, total contract value and start & finish date of the project.

CLIENT NAME	SERVICES YOU PROVIDED OR WILL PROVIDE	LOCATION OF PROJECT	TOTAL CONTRACT VALUE	START & FINISH DATE
			£	
			£	
			£	
			£	
			£	

			£	
			£	
			£	

c) With regard to the projects declared above, were specialists appointed for any structural engineering, waterproofing or damp proofing work where such work was required on these projects?

Yes No

If "Yes", please confirm whether such specialist sub-contractors were directly appointed by you or your client.

CLIENT & LOCATION	SUB-CONTRACTORS APPOINTED BY YOU	SUB-CONTRACTORS APPOINTED BY CLIENT

20. CLAIMS AND / OR CIRCUMSTANCES

NB. Details can be advised on page 10

PLEASE NOTE THAT IT IS IMPERATIVE TO ANSWER THESE QUESTIONS CORRECTLY, AS FAILURE TO DO SO COULD PREJUDICE YOUR RIGHTS IN THE EVENT OF A CLAIM ARISING IN THE FUTURE.

a) Claims

During the last ten years, have any claims, or circumstances which may have given rise to a claim, been made against the Firm(s) or predecessors in business or present or former Partners / Directors arising out of the activities of the Firm(s)?

Yes No

If "Yes", please advise full details including amounts involved and settlement dates, where appropriate, below:

CLAIMS PAID

CLAIMS OUTSTANDING

b) Circumstances

Are any of the Partners / Directors, after enquiry, aware of any circumstances which may give rise to a claim against the Firm(s) or its predecessors in business or its / their present or former Partners / Directors?

Yes No

If "Yes", please advise full details including amounts involved below:

Important

Your personal data may be processed and held by us in our capacity as data controllers in order for us to write and administer your policy and to assist in the claims handling process in accordance with applicable data protection laws. To read our data privacy policy in full and form more information about your data protection rights, please visit our website at: <https://www.burnsandwilcox.co.uk/cookies-privacy-policy/>.

Declaration

We hereby declare that to the best of our knowledge and belief the foregoing particulars and statements represent a fair presentation of the risk we are seeking to insure.

We hereby undertake to declare any material alterations or amendments to the foregoing particulars and statements which occur prior to the commencement of the contract of insurance.

Signed:

Date:

For and on behalf of:

PLEASE RETAIN A COPY OF THIS PROPOSAL FOR YOUR RECORDS.

COMPLETION DOES NOT BIND YOU OR INSURERS TO COMPLETE A CONTRACT OF INSURANCE.