|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Please complete this form if you require cover for non-negligent liability. If this cover is not required then this questionnaire does not need to be completed. This questionnaire should  be completed in conjunction with the Hiscox Renovation and Extension questionnaire.  Please read the following questions carefully and answer them all providing additional information where required. Please provide answers on a separate sheet of paper if you require more space. If you have any questions, please speak to your insurance agent.  Please use CAPITAL LETTERS and BLACK INK. | | | | | | | | |
| **Section one – your requirements** | 1. | Total contract value: | | | | | | | £ |
|  |  |  | | | | | |  |
|  | 2. | Breakdown of contract value: | | | | | | |  |
|  |  | a. | Demolition: | | | | | | £ |
|  |  |  |  | | | | | |  |
|  |  | b. | Groundworks including excavation, piling, ground stabilisation  and underpinning: | | | | | |  |
|  |  | £ |
|  |  |  |  | | | | | |  |
|  |  | c. | Superstructure: | | | | | | £ |
|  |  |  |  | | | | | |  |
|  |  | d. | Other: | | | | | | £ |
|  |  |  |  | | | | | |  |
|  |  |  |  | | | | | | |
|  |  |  |  | | | | | | |
|  | 3. | Limit of indemnity required: | | | | | | | £ |
|  |  | Any one occurrence | | | In the aggregate for contract period | | | | |
|  |  |  | | | | | | | |
|  | 4. | Description of all surrounding property not forming part of the contract works – continue on a separate sheet if necessary. Please attach copy of location plan if available. | | | | | | | |
|  |  |  | | | | | | | |
|  |  |  | | | | | | | |
|  |  | a. | Address(es) and description(s): | | | | | | |
|  |  |  | i. |  | | | | | |
|  |  |  |  |  | | | | | |
|  |  |  | ii. |  | | | | | |
|  |  |  |  |  | | | | | |
|  |  |  | iii. |  | | | | | |
|  |  |  |  |  | | | | | |
|  |  |  | iv. |  | | | | | |
|  |  |  |  |  | | | | | |
|  |  | b. | Approximate distance from site: | | | | | | |
|  |  |  | i. |  | |  | ii. |  | |
|  |  |  |  |  | |  |  |  | |
|  |  |  | iii. |  | |  | iv. |  | |
|  |  |  |  |  | |  |  |  | |
|  |  | c. | Approximate age: | | | | | | |
|  |  |  | i. |  | |  | ii. |  | |
|  |  |  |  |  | |  |  |  | |
|  |  |  | iii. |  | |  | iv. |  | |
|  |  |  |  |  | |  |  |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | a. | Nature of occupation: | | |
|  |  |  | i. |  | |
|  |  |  |  |  | |
|  |  |  | ii. |  | |
|  |  |  |  |  | |
|  |  |  | iii. |  | |
|  |  |  |  |  | |
|  |  |  | iv. |  | |
|  |  |  |  |  | |
|  | 5. | Have any schedules of condition been drawn up for surrounding property? | | | Yes  No |
|  |  | If Yes give details or attach copy: | | | |
|  |  |  | | | |
|  |  |  | | | |
| **Section two – demolition** | 1. | What is being demolished? (State if internal demolition only and if so, whether load-bearing). | | | |
|  |  |  | | | |
|  |  |  | | | |
|  | 2. | Method of demolition – please attach copy of demolition method statement if available. | | | |
|  |  |  | | | |
|  |  |  | | | |
|  | 3. | Distance from nearest property (where demolition not internal only): | | | |
|  |  |  | | | |
|  |  |  | | | |
|  | 4. | Is any demolition below ground level? | | | Yes  No |
|  |  | If Yes state: | | |  |
|  |  | a. | maximum depth: | | |
|  |  |  |  | | |
|  |  |  |  | | |
|  |  | b. | minimum distance from nearest property: | | |
|  |  |  |  | | |
|  |  |  |  | | |
|  | 5. | Will shoring/propping be necessary? | | | Yes  No |
|  |  | If ‘Yes’ give details or attach copy: | | | |
|  |  |  | | | |
|  |  |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section three – construction and extensions** | 1. | Foundations - Description of ground conditions: | | | |
|  |  | | | |
|  |  |  | | | |
|  | 2. | Please indicate if any of the following will be undertaken: | | | |
|  |  | a. | Excavation: | | Yes  No |
|  |  |  | If Yes state: | |  |
|  |  |  | i. | depth: | |
|  |  |  |  |  | |
|  |  |  |  | | |
|  |  |  | ii. | minimum distance from nearest property: | |
|  |  |  |  |  | |
|  |  |  |  | | |
|  |  |  | iii. | means of supporting excavation: | |
|  |  |  |  |  | |
|  |  |  |  | | |
|  |  | b. | Piling: | | Yes  No |
|  |  |  | If Yes state: | |  |
|  |  |  | i. | type: | |
|  |  |  |  |  | |
|  |  |  |  | | |
|  |  |  | ii. | number and maximum depth: | |
|  |  |  |  |  | |
|  |  |  |  | | |
|  |  |  | iii. | minimum distance from nearest property: | |
|  |  |  |  |  | |
|  |  |  |  | | |
|  |  | c. | Underpinning: | | Yes  No |
|  |  |  | If Yes state: | |  |
|  |  |  | i. | overall length involved: | |
|  |  |  |  |  | |
|  |  |  |  | | |
|  |  |  | ii. | maximum depth: | |
|  |  |  |  |  | |
|  |  |  |  | | |
|  |  |  | iii. | maximum length any bay: | |
|  |  |  |  |  | |
|  |  |  |  | | |
|  |  | d. | Ground stabilisation: | | Yes  No |
|  |  |  | If Yes state: | |  |
|  |  |  | i. | method: | |
|  |  |  |  |  | |
|  |  |  |  | | |
|  |  |  | ii. | minimum distance from nearest property: | |
|  |  |  |  |  | |
|  |  |  |  | | |
|  |  | e. | Dewatering: | | Yes  No |
|  |  |  | If Yes give details: | |  |
|  |  |  |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 3. | New buildings | | | |
|  |  | a. | Number of storeys including ground floor: | |  |
|  |  |  |  | |  |
|  |  | b. | Will a basement be included? | | Yes  No |
|  |  |  |  | |  |
|  |  | c. | Nature of construction: | | |
|  |  |  |  | | |
|  |  |  |  | | |
|  | 4. | Extensions | | | |
|  |  | Please give details of method of ‘tie-in’ with existing building if applicable: | | | |
|  |  | | | |
|  |  |  | | | |
| **Section four – alteration  and repair** | 1. | Description of property to be altered/repaired: | | | |
|  | a. | approximate age: | |  |
|  |  |  |  | |  |
|  |  | b. | general condition: | | |
|  |  |  |  | | |
|  |  |  |  | | |
|  |  | c. | current occupation: | | |
|  |  |  |  | | |
|  |  |  |  | | |
|  |  | d. | Is it subject to a preservation order? | | Yes  No |
|  |  |  |  | |  |
|  |  | e. | Nature of alteration/repair: | | |
|  |  |  |  | | |
|  |  |  |  | | |
|  | 2. | Please give details: | | | |
|  |  | a. | any underpinning that is necessary: | | |
|  |  |  | i. | overall length involved: | |
|  |  |  |  |  | |
|  |  |  |  | | |
|  |  |  | ii. | maximum depth: | |
|  |  |  |  |  | |
|  |  |  |  | | |
|  |  |  | iii. | maximum length any bay: | |
|  |  |  |  |  | |
|  |  |  |  | | |
|  |  | b. | any work on columns, beam, slabs or loadbearing walls requiring temporary propping or support: | | |
|  |  |  |  | | |
|  |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Information** | In deciding whether to accept the insurance and in setting the terms and premium, we have relied on the information you have given us. You must take care when answering any questions we ask by ensuring that all information provided is accurate and complete.  You must tell us, as soon as possible, if there are any changes to the information you have given us.If youare in any doubt, please contact us or your insurance agent.  When weare notified of a change we will tell you if this affects your policy. For example we may cancel your policy in accordance with the cancellation condition, amend the terms of your policyor require you to pay more for your insurance.  If you do not inform us about a change it may affect any claim you make or could result in your insurance being invalid. | | |
|  |  | | |
| **Misrepresentation** | If we establish that you deliberately or recklessly provided us with false information we will treat the insurance as if it never existed and decline all claims.  If we establish that you were careless in providing us with the information we have relied upon in accepting the insurance and setting its terms and premium we may: (i) treat the insurance as if it never existed, refuse all claims and return the premium. (We will only do this if we provided you with insurance cover which we would not otherwise have offered); (ii) amend the terms of the insurance (We may apply these amended terms as if they were already in place  if a claim has been adversely impacted by your carelessness); (iii) charge more for the insurance or reduce the amount we pay on a claim in the proportion that the premium you have paid bears to the premium we would have charged you; or (iv) cancel the insurance in accordance with the cancellation condition of the insurance.  We or your insurance agent will write to you if we: (i) intend to treat this insurance as if it  never existed; (ii) need to amend the terms of your policy; or (iii) require you to pay more for your insurance. | | |
|  |  | | |
| **Declaration** | You must read this before signing below.  I/We declare that (a) this questionnaire has been completed after proper enquiry; (b) its contents are true, accurate and complete and (c) reasonable care has been taken to answer all questions honestly and to the best of my/our knowledge.  I understand that the signing of this proposal does not bind me to complete the insurance but agree that, should a contract be concluded, this proposal, the statements made in it and the information provided in connection with it will be relied upon by Hiscox in deciding whether to accept this insurance. | | |
|  |  |  |  |
|  |  |  |  |
|  | /  / |
|  | Signature |  | Date |
|  |  | | |
| **Using your personal information** | Hiscox is a trading name of a number of Hiscox companies. The specific company acting as  a data controller of your personal information will be listed in the documentation we provide to you. If you are unsure you can also contact us at any time by writing to us at 22 Bishopsgate, London EC2N 4BQ, or by emailing us at dataprotectionofficer@hiscox.com.  We collect and process information about you in order to provide insurance policies and to process claims. Your information is also used for business purposes such as fraud prevention and detection and financial management. This may involve sharing your information with, and obtaining information about you from, our group companies and third parties such as brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators or fraud prevention agencies.  We may record telephone calls to help us monitor and improve the service we provide.  For further information on how your information is used and your rights in relation to your information please see our privacy policy at www.hiscox.co.uk/cookies-privacy. | | |