



AZUR

Data Capture Form - July 2017

General Details

Proposer(1) The Employer:

Correspondence Address:

Occupation:

Telephone No:

Email:

Is Proposer(1) domiciled in the United Kingdom?

Yes

No

If No, please advise if Proposer(1) is registered to pay tax in the United Kingdom, and if any resulting policy premium will be paid from a United Kingdom bank account:

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Proposer(2) The Contractor:

Correspondence Address:

Business description:

Telephone No:

Email:

Are additional Contractors required to be covered?

Yes

No

If Yes, please advise the same details as the Proposer(2) above, on a separate sheet.

What is the required Period of Insurance?

From:

To:

Please advise under which Policy sections that cover is sought;

Section 1 - Material Damage;

Contract Works:

Yes

No

Existing Structure:

Yes

No

Section 2 - Third Party Liability:

Yes

No

Section 3 - Household Contents:

Yes

No

Section 4 - Non-negligent Indemnity:

Yes

No

For each Yes above, please complete the relevant sections of this Data Capture Form.

There is no known cause, event or circumstance which may give rise to a claim being made under this insurance which has not already been notified to Us.

Correct

Not correct

The Proposer has not had an insurance proposal or policy declined, renewal refused, cancelled or special terms applied.

Correct

Not correct

No named applicant, partner, financially interested partner or family member of the Proposer has a conviction or been charged (but not yet tried) or been given an Official Police Caution in respect of any criminal offence other than a motoring offence.

Correct

Not correct

No named applicant, partner, financially interested partner or family member of the Proposer has a conviction or been charged (but not yet tried) or been given an Official Police Caution in respect of any criminal offence other than a motoring offence.

Correct

Not correct

Section 1 - Material Damage; Contract Works

What is the address of the Project Site?

Postcode:

Please describe the Project in full:

What is the anticipated commencement date of the Contract Works?

What is the anticipated completion date of the Contract Works?

If the required Period of Insurance does not match the anticipated commencement and completion dates of the Contract Works, please explain why:

If Contract Works have already begun, please provide details of the date the Contract Works started, how much has been spent so far, a full description of Contract Works completed to date and confirmation of no losses since the date the Contract Works started:

Is a written Contract for the Contract Works signed?

Yes

No

If the written Contract is a standard published form of contract, e.g. JCT, then please confirm the contract name / type and which option has been chosen in relation to the insurance provisions (e.g. JCT Minor Works, insuring clause 6.3B):

Alternatively, or if the written Contract is not a standard published form, please supply a copy of the contract.

If a Contract is NOT going to be signed, or is not in written form, please confirm who is responsible for insuring the Contract Works and / or the Existing Structure, and how this responsibility (and its acceptance by all parties) is recorded?

For the Contract Works:	
For the Existing Structure:	

What is the total Contract price for the Contract Works (please include the VAT as a separate element):

What is the duration of the defects rectification or maintenance period under the Contract?

Has an architect/project manager been appointed to oversee the Contract Works?

Yes

No

If Yes, please provide the following details:

(a) Company / Name:

(b) Address and postcode:

(c) Telephone Number:

(d) Relevant qualifications and experience:

Has planning permission been obtained?

Yes

No

If No, please advise why this is not necessary:

Will there be any basement work?

Yes

No

Will there be any structural work?

Yes

No

If Yes, please provide full details:

Has a structural engineer been appointed to oversee the structural works? (including the design calculations and the execution of the structural works)

Yes

No

If Yes, please provide the following details:

(a) Company / Name:

(b) Address and postcode:

(c) Telephone Number:

(d) Relevant qualifications and experience:

Will there be any use of heat?

Yes

No

If Yes, please provide full details:

Will there be Hot Works permit system in place, which provides for a post works check of the work area?

Yes

No

Will the Contract Works be undertaken in line with The Joint Code of Practise on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation, 9th Edition?

Yes

No

Do the Contract Works involve:

1] unusual or prototypical building methods?

Yes

No

2] basement extensions beyond the Existing Structure footprint?

Yes

No

3] work close to or over water?

Yes

No

4] piling adjacent to third party property?

Yes

No

5] structural demolition where there is an adjoining property?

Yes

No

6] vibro ground compaction / ground stabilisation?

Yes

No

7] dewatering?

Yes

No

8] excavation below 3 metres?

Yes

No

9] directional drilling or tunneling?

Yes

No

10] underpinning?

Yes

No

11] self-build? (e.g. construction undertaken by Proposer(1) or other non-construction individuals)

Yes

No

If Yes to any of 1] to 11], please provide the value of that aspect of the Contract Works, the area in which that aspect of Contract Works will occur, the methodology to be used, the entity undertaking that aspect of the Contract Works if different from Proposer(2), and their experience in undertaking that aspect of the Contract Works:

Work Aspect:

Value:

Area:

Methodology Used:

Entity Undertaking:

Entity Experience:

Will any original Existing Structure materials / items be reclaimed for incorporation into the Contract Works?

Yes

No

If Yes, please confirm:

(a) a full description of the reclaimed materials / items:

(b) their replacement values:

(c) where will they be stored before being incorporated into the Contract Works:

Will there be any direct materials / items purchases by Proposer(1) for supply 'free of charge' to Proposer(2) for incorporation into the Contract Works?

Yes

No

If Yes, please confirm:

(a) a full description of the direct materials / items purchases:

(b) their purchase values:

(c) where will they be stored before being incorporated into the Contract Works:

Are any party walls being worked upon or may be affected by the Contract Works?

Yes

No

Are the appropriate Party wall Agreements in place and signed by all appropriate parties?

Yes

No

If No, please describe why:

How often is it intended that Proposer(1) or a person acting on behalf of Proposer(1) visits the site?

Are any items of contractors plant to be hired in by Proposer(1) for the Contract Works?

Yes

No

If Yes, what any one accident limit is required?

If Yes, what are the anticipated hiring-in charges for the duration of the Period of Insurance?

If Yes, are the hire conditions / contract a Hire Association of Europe (HAE) conditions set / contract (or conditions / contract based of HAE and requiring replacement of damaged hire plant with a brand new item)?

Yes

No

Section 1 - Material Damage; Existing Structure

Existing Structure rebuild value:

Please include the main dwelling and any other permanent structures, including service pipes, cables and underground tanks, and any other permanent outdoor structures that are not attached to the main dwelling. The sum insured should be

Is the total value of the other permanent outdoor structures that are not attached to the main dwelling in excess of £50,000?

Yes

No

Please describe the Existing Structure:

Detached

Link-Detached

Semi-Detached

Mid-Terrace

End of Terrace

A Unit of a Multiple Occupancy Block (e.g. Apartment, Flat, Maisonette)

Please describe how the Existing Structure is used:

Main residence

Second home

Holiday home

Unoccupied

Commercial (e.g. rental property, or part of it to be sold following completion of the Project)

Other (Please describe)

Is the Existing Structure listed?

Yes

No

If Yes, with what grade?

What is the pre-dominant wall structural material (e.g. brick, stone, timber, steel)?

What is the pre-dominant roof covering material (e.g. tile, slate, stone, thatch)?

What year was the Existing Structure was built (approximate, if not known):

Are the premises in an area which is free from historical natural flooding?

Yes

No

If No, please give full details:

Have the premises ever suffered from flooding, whether insured or not?

Yes

No

If Yes, please give full details:

Is the Existing Structure in a good state or repair and habitable?

Yes

No

Have the premises ever suffered from subsidence, heave, or landslip, whether insured or not?

Yes

No

Will the Existing Structure be occupied during the Project?

Yes

No

If Yes, by whom, and are they smokers?

	Smokers?		Yes		No	
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What are the security arrangements are in force and maintained for the Existing Structure for the duration of the Period of Insurance?

	Audible intruder alarm	<input type="checkbox"/>
	Central station intruder alarm	<input type="checkbox"/>
	Audible fire alarm	<input type="checkbox"/>
	Central station fire alarm	<input type="checkbox"/>
Lockfast Existing Structure (minimum of 5 lever deadlocks or multipoint locks on all external doors, and key operated window locks on all accessible windows)		<input type="checkbox"/>
	Smoke detectors	<input type="checkbox"/>
	Lockfast perimeter security (e.g. hoarding)	<input type="checkbox"/>
	24 hour site security	<input type="checkbox"/>
	Other (please describe)	<input type="checkbox"/>

Section 2 - Third Party Liability

What Limit of Indemnity is required?

£1m £2m

Where is the nearest occupied house in relation to the Existing Structure?

Describe the anticipated level of non-Project related visitors to the Project Site during the Period of Insurance:

Does Proposer(2) hold adequate Public Liability cover?

Yes No

If Yes, please provide the cover details below:

Insurer:

Renewal Date:

Limit of Indemnity:

Policy Number:

Section 3 - Household Contents:

Are the Household Contents to remain in the Existing Structure?

Yes No

If Yes, please confirm how these will be protected from damage during the Contract Works?

Household Contents full replacement value:

What is the value of the single most expensive item of the Houserhold Contents?

Please note, Household Contents excludes the following items, and therefore the values above should similarly exclude these items.

Motor vehicles (other than domestic gardening equipment or motorised mobility scooters, electric wheelchairs and power chairs), caravans, trailers or watercraft or their accessories.

Money or credit cards.

Any living creature.

Any part of the Contract Works and Existing Structure.

Any property held or used for business purposes.

Any property insured under any other insurance.

Land or water.

Jewellery, photographic equipment, computers and their operating accessories or attachments or portable electronic devices.

Deeds and registered bonds and other personal documents.

Stamps, medals, coins or items forming part of a collection.

Paintings or other bespoke or unique works of art or craft, gold, silver, gold and silver plated articles and furs.

Property outside of the Existing Structure.

Section 4 - Non-negligent Indemnity

What Limit of Indemnity is required?

£1m

£2m

Please provide a description of all third party existing property not forming part of the Contract Works:

Please provide details of any Contract Works on columns, beams, slabs or loadbearing walls requiring temporary propping or support:

Please provide details of any Contract Works which "tie-in" with surrounding third party existing property:

Please provide details of any Contract Works which may affect the natural ground water level:

IMPORTANT

Please read the following carefully before you sign and date the Declaration.

The questions on this Data Capture Form and any other details we specifically request relate to facts which we consider material to underwriting this insurance. However, because no list of questions can be exhaustive before you sign and date the Declaration please consider whether there is any other information which is known to you which could influence our assessment and acceptance of the risk.

DECLARATION

I/We declare that to the best of my/our knowledge and belief the answers given are true and complete.

I/We agree that if any answers have been completed by any other person, such person shall for that purpose be regarded as my/our agent and acting on my/our behalf.

I/We declare that this Data Capture Form is for the insurance in the normal terms and conditions of the Insurer's policy

I/We agree that the information provided on this Data Capture Form and any information supplied by me/us shall be incorporated in and form part of the insurance contract.

Signed:

Proposer(1)

Dated: