



Registration Category

- Developer  *As a Q Registered Developer, you will be able to offer your customers The Q Policy on New Homes & other structures which are constructed by a Q Registered Builder.*
- Builder  *As a Q Registered Builder, you will be able to offer The Q Policy on New Homes & other structures which you construct for Q Registered Developers.*
- Developer & Builder  *As a Q Registered Developer & Builder, you will be able to offer your customers The Q Policy on New Homes & other structures which you construct and sell or rent.*

Applicant Contact Details

Person making this Application	<input type="text"/>	Position	<input type="text"/>
E-mail Address	<input type="text"/>	Tel	<input type="text"/>

Company Details

Trading Name of Company	<input type="text"/>		
Contact Address <i>(including Postcode)</i>	<input type="text"/>		
Website	<input type="text"/>		
Registered Company Name <i>(if different from Trading Name)</i>	<input type="text"/>	Registered Company Number	<input type="text"/>
Date Company Incorporated	<input type="text"/>	Start of Trading Date <i>(if different from Incorporated)</i>	<input type="text"/>
Company Type	<input type="checkbox"/> Public Limited Company <input type="checkbox"/> Private Limited Company <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Sole Trader <input type="checkbox"/> Other <i>(please state below)</i>		
Other	<input type="text"/>		

Single Purpose Vehicle (SPV) Companies & Dormant Companies

Is the company a **Dormant Company**? *This means that the company is not currently trading* Yes  No

**A Cross Company Guarantee will be required for all Dormant Companies.**

Please provide details below of the company which will provide the Cross Company Guarantee.

Is the company a **Single Purpose Vehicle**? Yes  No  *If the company has been setup for one specific project, please complete the following section.*

What was the purpose for the formation of an SPV?

**A Cross Company Guarantee will be required for all SPV's.**

**Please provide details below of the company which will provide the Cross Company Guarantee:**

Full Company Name	<input type="text"/>	Companies House Registration No:	<input type="text"/>
How many units has this company built in the <b>last five years</b> ?	<input type="text"/>	How many units has this company built in the <b>last 12 months</b> ?	<input type="text"/>
How many warranty claims has this company had in the <b>last 5 years</b> ?	<input type="text"/>	<i>Please provide claims details under the Claims Information section on page 3</i>	

**Please provide the full Annual Accounts for the last three years for the Company providing the Cross Company Guarantee** Included: Yes   
*Please note the accounts should show Turnover & Net Profit/Loss, not simply balance sheet information.*

**Please provide copies of relevant insurance certificates for the Company providing the Cross Company Guarantee** Included: Yes   
*(e.g. Employers & Public Liability, Contractors All Risk, Professional Indemnity – as applicable)*



Key Personnel

Please provide details of the following Key Personnel:

1. Managing Director / CEO

Name [input field]

E-mail Address [input field] Tel [input field]

Years of Industry Experience [input field] Qualifications [input field]

2. Person in overall charge of Construction

Name [input field]

Job Title [input field] Tel [input field]

E-mail Address [input field]

Years of Industry Experience [input field] Qualifications [input field]

Is this person directly employed? [input field] If No, please provide Employer Name [input field]

3. Person in charge of Design

Name [input field]

Job Title [input field] Tel [input field]

E-mail Address [input field]

Years of Design Experience [input field] Qualifications [input field]

Is this person directly employed? [input field] If No, please provide Employer Name [input field]

4. Person in charge of Customer Service

Name [input field]

Job Title [input field] Tel [input field]

E-mail Address [input field]

Years of Construction Experience [input field] Qualifications [input field]

Is this person directly employed? [input field] If No, please provide Employer Name [input field]

Please provide CV's for the key staff named above, along with any other relevant technical and construction personnel: Included: Yes

Company Experience & Business Information

How many years of experience does the business have in the type of construction you are registering for? [input field]

If you have fewer than five years, please provide details of any relevant experience from directly employed personnel

[Large empty text box for providing details of relevant experience]

How many units have you built in the last five years? [input field] How many units have you built in the last 12 months? [input field]

Please provide your full Annual Accounts for the last three years (required) Included: Yes   
Please note the accounts should show Turnover & Net Profit/Loss, not simply balance sheet information.

Please provide copies of your relevant insurance certificates with your submission (required) Included: Yes

- Employer's Liability Insurance
- Professional Indemnity Insurance
- Public Liability Insurance
- Other (e.g. Site Insurances – please specify) [input field]
- Contractors All Risk Insurance



Warranty Details

Are you a member of any other warranty schemes? Yes  No  If YES, please provide evidence of this

Please confirm the name of the provider [text box] Registration No [text box]

How long have you been with the provider? [text box] Rating [text box]

Claims Information

How many warranty claims have you had in the last 5 years? [text box] What is the average value of the claims? £ [text box]

Please provide details of any valid or outstanding claims, including the following information for each claim:

- When the claim occurred
- The nature of the claim and details of the issues / damage caused and the causation of the claim
- The approximate value of the claim & in which year of the policy the claim occurred (e.g. year 5 of the 10 year policy)
- Steps taken to prevent similar claims and issues arising in future

[Large empty text box for claim details]

Alternatively, if you have this information separately, please provide the details along with the completed form Included: Yes

Company Policies

Are you a member of CHAS, Constructionline or any other SSIP accredited H&S schemes? Yes  No

If YES, please include copies of your registration certificates Enclosed

Do you operate the CSCS scheme? Yes  No

Are you a member of any Trade Associations? Yes  No  Details [text box]

Please provide details of any company accreditations: [text box]

Please provide copies of:

- Health & Safety Policy (required) Included: Yes  No 
Quality Control Policy Included: Yes  No 
Customer Care Policy / Customer Charter Included: Yes  No 
Complaints Procedure Included: Yes  No

If you have any other policies, please provide details in the box below and include with your submission

[Large empty text box for other policies]



Declarations

Please answer all of the following questions:

Have you or any director, partner, individual or organisation referenced within this form, to the best of your knowledge:

- Sustained any losses or had any claims in the last five years which would be covered by the insurance being applied for? Yes [ ] No [ ]
- Ever been refused cover by a warranty provider or had any special terms imposed by an insurer? Yes [ ] No [ ]
- Ever been refused property insurance or had any special terms imposed by an insurer? Yes [ ] No [ ]
- Ever been convicted or is there any prosecution pending for any offence involving dishonesty of any kind? Yes [ ] No [ ]
- Ever been prosecuted or received notification of intended prosecution under the Health & Safety at Work Act 1974 or Consumer Protection Act? Yes [ ] No [ ]
- Ever been involved with a company which has been placed in liquidation or ever been declared bankrupt? Yes [ ] No [ ]

If you answered 'Yes' to any of the questions above, please provide further details below:

[Empty text box for providing further details]

Conditions & Declaration

Registration with Q and the provision of quotations for Structural Defects Warranties, products or services will be issued on the understanding that the information provided by you is correct. Should any information you provide to us subsequently change or prove to be inaccurate, Q and its underwriters reserve the right to amend quotations or cancel registrations.

Please note that all quotations issued by Q are made based on the Developer and Builder for a development project being fully registered with Q, and signing up to and complying with the Q Terms of Business Agreement. If the Developer or Builder cancels or does not renew their Q Registration when it is due, before all plots on a quoted development are completed, Q and its underwriters reserve the right to withhold Insurance Certificates and Cover Notes, and may also withdraw or amend quotations.

By signing this form, I hereby declare that I have read over all the statements and particulars provided in this form and I declare that to the best of my knowledge and belief they are correct and that no material fact has been omitted, misrepresented or mis-stated.

I believe that I have made a fair presentation of the risk by disclosing all material matters which I know or ought to know or, failing that, by providing sufficient information to put a prudent insurer on notice that it needs to make further enquiries in order to reveal material circumstances. (If you are unsure whether to disclose any information, please contact us at client@qassurebuild.co.uk).

Form fields for Name, Position in Company, Signature, and Date.

If you need any assistance completing this form, please call 0333 577 2800 and ask for the Q Operations Team.

Please email your completed form and supporting information to client@qassurebuild.co.uk

Privacy Notice - The information provided by you is required by Q and its underwriters in order to provide pricing and information about the provision of structural defects warranties. Our Privacy Statement is available at www.qassurebuild.co.uk/privacy-statement which provides full details of how we use and share information as well as your rights and how to exercise them.