PROJECT PROPOSAL FORM

This form should be completed to provide details of a new project where pricing is required for a structural warranty. Pricing for structural warranties, products or services relating to the project will be issued in line with the Q Client Terms & Conditions and on the understanding that the information provided on this form is correct.

Please complete the form and submit it electronically, along with any supporting information, to client@qassurebuild.co.uk.
If you have any queries about using this form, or if you have any queries relating to the type of insurance you require, you can contact our team on 0333 577 2800.

Applicant Contact Details

Date | Company Name

Person making this Application | On behalf of ☐ **Developer/Client** ☐ **Builder**

Contact E-mail Address | Tel

Developer / Client Details

Please note: The Developer / Client is the company or person who owns the land where the site will be built and will be selling/retaining the units.
Where the policy is for Affordable Housing, the Client will be the Housing Association / Registered Social Landlord managing the units.
Where the policy is for Private Rental Sector, the Client will be the private landlord which is managing the units.

Name of Developer / Client | Company No:

Contact Address
(including Postcode)

Contact E-mail Address | Website

How many units has the company built: Within the **last year**? | Within the last **5 years**?

If you are a member of any other warranty schemes, please tell us who:

Is the company an SPV? Yes ☐ No ☐ ***If the company has been setup for one specific project, a Cross Company Guarantee will be required.***

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

Full Company Name: | Companies House Registration No:

Builder Details

Name of Builder | Company No:

Contact Address
(including Postcode)

Contact E-mail Address | Website

How many units has the company built: Within the **last year**? | Within the last **5 years**?

If you are a member of any other warranty schemes, please tell us who:

How many years of experience does the company have in housebuilding?

If fewer than 10 years, please provide CV's demonstrating experience of key personnel & previous project portfolio | CVs & Experience Included ☐

Who will be in charge of the construction process? | Years' Experience:

If known at this stage: Please provide the details for the Site Manager / person our surveyor should contact to arrange inspections:

Site Contact E-mail Address | Tel

Please note, all Developers & Builders that will be named under the policy will be required to register with Q and sign up to the Terms of Business Agreement

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Project Tenure

Please select the tenure involved this project.
If more than one type is applicable, please tick more than one box and then provide further details in the description of the site below.

- ☐ **Open Market Residential Homes** (Open Market Properties for private sale to consumer customers)
- ☐ **Affordable Housing** (Affordable Housing built by/for and to be managed by HA / RSL etc.)
- ☐ **Commercial** (Non-residential properties for commercial landlords)
- ☐ **Contract Build Project** (by a Main Contractor for a Private Client)
- ☐ **Private Rental Sector** (Residential units built for/by landlords for private rental)

If you're not sure, please contact Q Customer Services at client@qassurebuild.co.uk.

Project Details

Site Name & Address *(including Postcode)*

Please provide a brief description of the site *(including previous use and details of any existing structures to be retained, where applicable)*

Site GDV £ | Site Rebuild Value £ | Site Construction Value £

If there is a retained building, please specify the value of the existing elements: £

Expected Start Date of Works | Expected Duration (months)

Have works started on-site? Yes ☐ No ☐ | If commenced, current Stage of works

Total number of residential units | Total number of non-residential units

Total number of single structures | Total floor area (m^2)

Max. number of storeys **above** ground | Max. number of storeys **below** ground

Are there any structures over 18m in height? Yes ☐ No ☐ | If YES, specify height (in metres) of the tallest building

Is the project phased? Yes ☐ No ☐ | If YES, anticipated number of phases | No. of units in 1st phase

Please provide a **Plot Schedule** with the individual plot details for this project
Q has a template schedule with the details required - please provide the completed plot schedule with your application
Included ☐

Is there any element of refurbishment or conversion? If YES, please provide details below Yes ☐ No ☐

Age of existing building | Is the building listed? Yes ☐ No ☐

Current use of building | Has a condition survey been carried out? Yes ☐ No ☐

Are any units attached or structurally connected to any other structures (existing or planned) that **are not included** in this application? If YES, please provide details below Yes ☐ No ☐

Are there any elements of Mixed Use involved in this project? If YES, please provide details below Yes ☐ No ☐

Project Funding

Please confirm how the project is being funded:

PROJECT PROPOSAL FORM

Professional Team

Architect		Website	
Engineer		Website	
Building Control		Website	

Construction Type

Cavity Masonry ☐ Timber Frame ☐

Light Steel Framed ☐ Concrete Frame ☐

Modern Method of Construction or **Other** (please describe):

Foundation Type

Strip/Trench Fill ☐ Engineered Fill ☐ Piled *(specify type below)* ☐

Basement(s) ☐ Grouting Raft ☐ Vibro *(specify type below)* ☐

Other (please describe):

Cladding Type

Brick ☐ Stone ☐ Curtain Walling ☐ Prefabricated ☐

Concrete ☐ Metal ☐ Glass ☐ Not Applicable ☐

Other (please describe):

Roof Type

Tiles ☐ Slate ☐ Corrugated Sheet ☐ Single Ply Membrane ☐

Other (please describe):

Site Conditions

Greenfield ☐ Brownfield ☐ Previously commercial ☐

Sloping site ☐ Cliff top ☐ Known / Suspected Mining area ☐

Any Contaminated Land? Yes ☐ No ☐ If yes, provide details:

Any Ground Improvement works? Yes ☐ No ☐ If yes, provide details:

Site Exposure: Sheltered ☐ Moderate ☐ Severe ☐

Drainage

Soil Drainage: Main Sewer ☐ Septic Tank ☐ Cesspool ☐

Surface Water Drainage: Main Sewer ☐ Soakaway ☐ Collection System ☐

Other Risk Areas

Any underfloor heating? Yes ☐ No ☐ If yes, is it: Wet ☐ Dry ☐

Any basements? Yes ☐ No ☐ If yes, are they habitable? Yes ☐ No ☐

Any solid fuel appliances / open fires? Yes ☐ No ☐ If yes, provide details:

Any flat roofs? Yes ☐ No ☐ If yes, provide details:

Any balconies, parapets, canopies? Yes ☐ No ☐ If yes, provide details:

Any underpinning involved? Yes ☐ No ☐ If yes, provide details:

As per our Standard Technical Criteria, Insurance-Backed Guarantees will be required to accompany contractor guarantees for any specialist work e.g. tanking & waterproofing, underpinning, flat roof coverings, timber and chemical treatments.

Please confirm if you require any assistance in facilitating Insurance-Backed Guarantees: Yes ☐ No ☐

Please indicate if you require Roads & Sewer bonds for this project: Yes ☐ No ☐

Are you happy for us to pass on this form to our partners for the purposes of obtaining pricing for IBG's and bonds? Yes ☐ No ☐

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Builder Liability Period

If your project is for Affordable Housing, Private Rental or is Commercial in nature (i.e. non-consumer), please confirm which DLP period you require:

☐ 24-month Builder Liability Period ☐ 12-month Builder Liability Period

Open Market Residential Properties *only* – Customer Deposit Protection

Will you take Customer Deposits or pre-payments for this site? Yes ☐ No ☐

Under the Consumer Code for New Homes, Developers are required to confirm how Customer Deposits will be protected.

Please confirm if Customer Deposits will remain in a Solicitor Client Account until Completion of Sale Yes ☐ No ☐

If No, please confirm if you require to obtain pricing for Deposit Protection Insurance *(further details may be required)* Yes ☐ No ☐

Affordable Housing projects *only* – Additional Questions

Please confirm the name of the organisation that will be the Policyholder:

Please select which cover period you require: 10 year ☐ 12 year ☐

Do you require a Contract Guarantee / Performance bond to cover the build period? Yes ☐ No ☐

Do you require an Advanced Payment Bond to cover advance payments from the Housing Association? Yes ☐ No ☐

Private Rental Sector projects *only* – Additional Questions

Please confirm the name of the organisation that will be the Policyholder:

Do you require Loss of Rent cover? Yes ☐ No ☐

Do you require a Contract Guarantee / Performance bond to cover the build period? Yes ☐ No ☐

Commercial Property projects *only* – Additional Questions

Please confirm the name of the organisation that will be the Policyholder:

Do you require Loss of Rent cover? Yes ☐ No ☐

Conditions & Declaration

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 above questions, please provide further details within the Appendix section on the following page

I confirm that appropriate site insurances will be in place prior to works commencing on site, including Employers Liability Insurance, Public Liability Insurance and Contractors' All Risk Insurance (where applicable): **Yes** ☐

I confirm that we understand our responsibilities under UK health & safety legislation, will maintain appropriate health & safety arrangements, policies and procedures for this project and will provide Q with any relevant information necessary for safe site attendance: **Yes** ☐

By signing this form, I hereby declare that the information I have given to obtain pricing from Q, to the best of my knowledge and belief, is correct and complete and I understand that should any information subsequently change or prove to be inaccurate, Q and its underwriters reserve the right to amend quotations or cancel registrations.

I have read 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 understand that signing this form does not bind any contract of insurance, but I understand that this form will constitute a contractual agreement between my company and the insurer if any quotation is accepted.

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. This duty of fair presentation continues until any policy is incepted and I agree to notify Q of any material change in circumstances occurring prior to inception.

Name		Position in Company	
Signature		Date	

PROJECT PROPOSAL FORM

Appendix – Additional Information

If you have answered Yes to any of the questions within the Conditions & Declarations, or if there is any other material fact that we need to know about, please provide further details below:

Claims Information

If you or any director, partner, individual or organisation referenced within this form, have sustained any losses or had any claims in the last 5 years which would be covered by the insurance being applied for, please provide further details below:

Which individual or organisation has sustained claims?

How many warranty claims have you had in the last 5 years?

What is the average value of the claims? £

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*

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

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

Please email your completed form and supporting information (plans, drawings, reports) to client@qassurebuild.co.uk

By submitting this form, you acknowledge that Q Assure Build Ltd may process the personal and business information provided for the purposes of assessing the project, obtaining pricing & quotations, arranging insurance, warranty and related services, managing your account, providing information about our products and services, preventing fraud, and meeting legal or regulatory obligations.

Information may be shared with insurers, brokers, underwriters, reinsurers, surveyors, professional advisers and approved business partners where necessary.

Details of how we process personal data, including your rights, are available in our Privacy Statement at www.qassurebuild.co.uk/privacy-statement.

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