

# Contract Works Questionnaire



Please read the following questions carefully and answer them all providing additional information where required. If you have any questions, please do not hesitate to contact your insurance intermediary.

Please use CAPITAL LETTERS when completing this form.

Name of insured:

Policy number:

Address of property undergoing works:

Name of contractor:

Start date of contract:  End date of contract:

Value of the contract including VAT: £

If the value of the contract exceeds £150,000 excluding VAT please enclose a full schedule of the works with this completed Questionnaire.

What level of Public Liability insurance is held by the contractor?  
e.g. £1m, £2m, £5m

Do you have any evidence of the contractor's Public Liability insurance? (tick) YES  NO

*Please note - we may require a copy of the contractor's Public Liability insurance certificate to evidence that cover is in place.*

Is there any 'Contractors All Risks' insurance in place to cover the contract works? YES  NO

**Is there a formal (written) Contract in place** covering any part of the works being undertaken? YES  NO

If yes, what type of contract has been signed?

If it is a JCT contract please indicate:

a) Type of Contract      Minor Works       Intermediate       Standard

b) Edition:                      1998                       2005                       2011

c) Insurance Clause   
e.g. 5.4a; 6.3b

*Please refer to terms and conditions of the contract for details of the Insurance Clause.*

Please give a full description of the works that are being undertaken:

# Contract Works Questionnaire (continuation)

If any structural work is to be carried out please give full details:

If the works are not of standard construction please give further details *i.e. the type of wall and roof construction*

Will any application of heat be used during the course of the works?

YES  NO

***If yes, please advise a) if the contractor will be unsupervised and b) specify the type of work (e.g. paint-stripping, plumbing work, welding etc)***

YES  NO

Will you live at the property whilst the works are taking place?

YES  NO

***If not, a) who will be responsible for the security arrangements at the property each day and b) how often will you or any persons acting on your behalf (apart from the contractor) visit the property?***

Will any contents be left at the property whilst the works are taking place?

YES  NO

***If yes, what security is in place? If no, where will the contents be stored?***

Will there be any access to the property by the contractor?

YES  NO

Will the property remain wind and watertight at all times during the works?

YES  NO

Is the property in a good state of repair in both structure and condition?

YES  NO

Is the property listed?

YES  NO

***If yes, what Grade is the property?***

When the works are completed what are your intentions for the property?

Signature:

Dated: