

# Professional Indemnity Proposal for Design & Build

## Important Notes

- (A) Answer every question fully. If necessary attach separate sheets with information which can be incorporated into you're your proposal.
- (B) A principal, partner, director or member of the firm must complete the proposal and make all the necessary enquiries of their fellow partners, directors, members and employees.
- (C) Wherever we ask questions on this declaration about you or your firm we mean you, your partners, directors, members or employees or any former partners, directors, members or employees of any firm for which cover is required under this insurance.
- (D) Individuals forming a Limited Liability Partnership (LLP) are known as members.

Name(s) of firm(s) to be insured: (See important note C)			
Principal address:			
Postcode:			
Other addresses: (by Town or by country if outside UK)			
Date firm established			
Quote Required by			
Name of holding intermediary:			
Intermediary Reference:			
Name of current insurer:			
Renewal date / cover start date:		Limit of Indemnity:	
Excess:		Premium:	

- (1) During the last five years, have any claims (successful or otherwise) been made against you or are you aware of any circumstances which may give rise to a claim against you? Yes / No
- (2) Has any partner, director or employee of the firm ever been involved in any instances of fraud or dishonesty Yes / No

If Yes to either of the above provide the following details of each incident:

Date	Brief description	Payments made by Insurers	Insurers reserves	Settled/ Outstanding

(3) Have you ever been refused professional indemnity insurance or has any such insurance ever been cancelled or special conditions applied, other than standard market increases in premium?

Yes / No

If Yes to the above provide details

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(4) Provide the following information

Names of all partners, directors or members (include your own details if you are a sole practitioner)	Period of time as a partner, director or member	Professional qualifications	Date qualified

(Provide a curriculum vitae outlining relevant professional experience for any unqualified partner, director or member who has been with the firm for less than three years.)

(5) How many staff does your firm employ (excluding partners, directors or members)?

Professionally Qualified

Technical

All others:

(6) State your gross income received in the last three financial years and your estimated income for the forthcoming year:

Clients Based in:	Year	Year	Last financial year	Forthcoming year
United Kingdom	£	£	£	£
Channel Islands or Isle of Man	£	£	£	£
USA or Canada	£	£	£	£
Elsewhere	£	£	£	£
Totals	£	£	£	£

(7) Do you work under any jurisdiction other than United Kingdom of Great Britain and Northern Ireland

Yes / No

If Yes give provide details separately

(8) In the last financial year, what percentage of your work was sub-contracted?

%

(9) **Advise work split**

	UK	Overseas
Turnover where you construct from Professional Activities performed solely by you:	£	£
Fees where you provide Professional Activities only (i.e. where you are not involved in construction):	£	£
Fees where you provide project management or supervision of construction services only (i.e. no design or actual construction is performed by you):	£	£
Turnover where you construct and provide technical supervision but all other Professional Activities are performed by external consultants or sub-contractors:	£	£
Turnover where you construct but all Professional Activities are performed by external consultants or sub-contractors:	£	£

Other turnover not included under any of the above where you have no responsibility for Professional Activities:	£	£
Total	£	£

For all other work provide details:

(10) Provide an approximate percentage split of the disciplines involved where you have been responsible for the provision of Professional Activities during the past twelve months:

Architectural work, planning and feasibility studies	%
Civil or structural engineering	%
Heating & ventilation or mechanical & electrical engineering	%
Surveying; facilities management; planning supervisory work	%
Employers Agent/Project Management/Co-ordination	%
All other Professional Activities (provide details below)	%
Total	%

Details of other Professional Activities:

(11) Advise the approximate percentage split to the following types of project undertaken by the firm during the past 12 months:

Individual residential (up to 3 floors):	%	Healthcare; Education	%
Multiple residential (up to 3 floors):	%	Retail	%
Residential (more than 3 floors):	%	Other commercial	%
Hotels, sports, leisure:	%	Total	%

(12) Have you undertaken any projects in the following sectors?

(a) Railways; roads, bridges, flyovers, mines, tunnels:	Yes / No
(b) Harbours, jetties, sea defences, dams, locks:	Yes / No
(c) Airports, airfields:	Yes / No
(d) Petro-chemical:	Yes / No
(e) Water supply, waste management:	Yes / No
(f) Power generation or supply, nuclear:	Yes / No
(g) Golf courses, swimming pools	Yes / No

If Yes to any of the above, provide details below.

(13) Please provide details of the three largest contracts, undertaken in the last five years, where you are/were responsible for Professional Activities:

Start/Finish Dates	Description and country	Total contract value	Your fees	Services provided by your firm and applicable law

(14) Provide details of the three largest contracts, where you will be responsible for Professional Activities, and which are expected to commence in the next twelve months:

Start/Finish Dates	Description and country	Total contract value	Your fees	Services provided by your firm and applicable law

(15) Have you undertaken or plan to undertake any work outside the UK or any work where the “end product” of such work is carried out outside the UK? Yes / No

If Yes, please provide details of the three largest overseas contracts undertaken:

Start/Finish Dates	Description and country	Total contract value	Your fees	Services provided by your firm and applicable law

(16) Do you obtain legal advice before entering into design & build contracts with every client? Yes / No

(17) What other safeguards do you have in place to ensure that your obligations are met before, during (including any changes) and after completion of any design & build contract?

## Declaration

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You have read and checked the statements in the proposal form and agree its contents. You declare that the information provided is, to the best of Your knowledge and belief correct and complete. You agree that any statements in the proposal form shall form the basis of the contract between Us and You and if the risk is accepted You undertake to pay the premium when called upon to do so. You understand that Your information may also be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing Our compliance with any regulatory rules/codes.

Signed:

Date:

Position Held:

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## Contact Information

To Email this proposal please save, attach and send to [info@htcassociatesltd.co.uk](mailto:info@htcassociatesltd.co.uk)

Or you can Fax or Post it to us at

Fax – 01773 714813

Post – HTC Associates Ltd, Shanakiel, Ilkeston Road, Heanor, Derbyshire, DE75 7DT