

Professional Indemnity Insurance Proposal Form

Architects and associated professions

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Broker at **LLOYD'S**

Architects Professional Indemnity Insurance

1) Name and Address Details

Company / Firm Name

Date Established

Main Office Address

Fax No.

Contact Name

Postcode

Contact Email

Telephone No.

Website

1.1) Please provide details of any other trading titles, including predecessor firm(s) for which cover is required (use a separate sheet if necessary). All addresses must be shown with the partner(s), director(s) or principal(s) responsible for the work at each office.

Company / Firm Name

Date Established

Main Office Address

Telephone No.

Fax No.

Postcode

Website

Profession (state all services provided)

Trading Title or Predecessor?

Partner(s)/Directors(s)/Principal(s)

Date of succession (if applicable)

2) Employee Details

2.1) Please give details of numbers of staff:

i) Partners/Directors/Principals ii) Qualified Staff iii) Draughtsmen iv) Trainee Staff v) Other

2.2) Please give details of numbers of all partners, directors, principals, consultants and qualified employees of the firm:

| Title | Full Name | Year of Birth | Status e.g. Partner/Director/etc. | Full/Part Time | Period of time as Partner/Director/etc. | Qualifications | Date Qualified |
|-------|-----------|---------------|-----------------------------------|----------------|---|----------------|----------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

2.3) Is/are the firm(s) or any partner, director or principal a member of a consortium, joint venture, single project partnership, group practice or have any association with or financial interest in any other practice, company or organisation?

If "Yes", please provide details.

☐ Yes

☐ No

3) Fees

3.1) Please state the Gross Fees received for the past two financial years and estimates for current and forthcoming years:

| | Next year (estimated) | Current year (estimated) | Last completed year | Previous completed year |
|----------------------------|-----------------------|--------------------------|---------------------|-------------------------|
| Year ending: | | | | |
| UK | £ | £ | £ | £ |
| Elsewhere (please specify) | £ | £ | £ | £ |
| Total Gross Income | £ | £ | £ | £ |

3.2) Please estimate the percentage of fees allocated to each area of practice for the last 12 months or, if a new practice, estimated percentages for the forthcoming year.

| | | | |
|---|---|--|---|
| Aborted Work | % | Mechanical Engineering Consultancy | % |
| Architectural Consultancy | % | Project Co-ordination | % |
| Architectural work stages 2 to 7 - New Build | % | Project Management | % |
| Architectural work stages 2 to 7 - Non Structural Refurbishment | % | Property Valuations - Purchase or Lending Purposes | % |
| Building Surveying / Party Wall Surveys | % | Quantity Surveying | % |
| Principal Designer | % | Structural Surveying or Engineering | % |
| Expert Witness / Arbitration / Adjudication Work | % | Town Planning | % |
| Fees paid to Consultants, Sub Contractors or Agents | % | Other Work (please specify) | % |
| Interior Design / Refurbishment | % | Feasibility Studies | % |
| Total | | 100 % | |

3.3) Please estimate the percentage of each type of projects undertaken in the last 12 months:

| | | | |
|------------------------------------|---|-------------------------------------|---|
| Schools / University | % | Ecclesiastical / Historic Buildings | % |
| Leisure (excluding swimming pools) | % | Commercial | % |
| Swimming Pools | % | Industrial | % |
| Individual Housing | % | Harbours and Jetties | % |
| Multiple Housing | % | Other (please specify) | % |
| Housing Associations | % | | |
| Total | | 100 % | |

3.4) Is cover required for any previous, now ceased, activity which is different from that declared within this proposal form? If "Yes", please provide full details.

☐ Yes ☐ No

4) Contracts and Projects

4.1) When independent or specialist consultants are required, have you in the past ensured, and will you in the future, endeavour to ensure that such consultants carry their own professional indemnity insurance?

☐ Yes ☐ No

4.2) Please give the following details of the 5 largest contracts where construction has commenced during the past 6 years.

| Client | Start date | Approximate completion date | Professional services provided | Total contract value | Fees earned |
|--------|------------|-----------------------------|--------------------------------|----------------------|-------------|
| | | | | £ | £ |
| | | | | £ | £ |
| | | | | £ | £ |
| | | | | £ | £ |
| | | | | £ | £ |

4.3) If you have declared any fees from any territory other than the UK or if you enter into any contracts where legal jurisdiction is anything other than UK law, please provide the following details for each of these projects (continue on a separate sheet if necessary).

| | | | | | |
|------------|-----------------|--------------------------------|----------------------|--------------------|--|
| 1. Client: | | Country: | | Subject to UK law? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Start date | Completion date | Professional services provided | Total contract value | Fees earned | |
| | | | £ | £ | |
| 2. Client: | | Country: | | Subject to UK law? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Start date | Completion date | Professional services provided | Total contract value | Fees earned | |
| | | | £ | £ | |
| 3. Client: | | Country: | | Subject to UK law? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Start date | Completion date | Professional services provided | Total contract value | Fees earned | |
| | | | £ | £ | |

4.4) Please give the following details of the 3 largest projects where construction is likely to commence in the next 12 months.

| Client | Approximate start date | Approximate completion date | Professional services provided | Total contract value | Fees earned |
|--------|------------------------|-----------------------------|--------------------------------|----------------------|-------------|
| | | | | £ | £ |
| | | | | £ | £ |
| | | | | £ | £ |

4.5) Were all projects completed in the last 2 years delivered on-time and on-budget?

If "No", please provide full details on a separate sheet.

☐ Yes ☐ No

4.6) Are all ongoing projects currently on-time and on-budget?

If "No", please provide full details on a separate sheet.

☐ Yes ☐ No

5) Claims and Circumstances

5.1) Have any professional indemnity claims, whether successful or not, ever been made against the firm, predecessors of the firm or any of the partners, principals or directors of the firm? If "Yes" please provide full details.

☐ Yes ☐ No

5.2) After full enquiry, are any partners, principals or directors of the firm aware of any circumstance which might give rise to a claim? If "Yes" please provide full details.

☐ Yes ☐ No

6) Cover

6.1) Please provide your current insurance details:

| Insurer | Broker | Limit of Indemnity | Excess | Premium |
|---------|--------|--------------------|--------|---------|
| | | | | |

6.2) What limit of indemnity is required?

Renewal date

6.3) What excess is required?

6.4) Have any of the firms or persons named in answer to questions 1 and 2 at any time been refused similar insurance, quoted an increased premium, had a policy cancelled or had special terms imposed? If "Yes", please provide details.

☐ Yes ☐ No

6.5) Do you require cover for any partner, director, consultant or employee for liability arising out of a previous business? If "Yes", please provide full details including names of person(s) and previous business(es) and the date of leaving previous business(es).

☐ Yes ☐ No

6.6) When does your employer's liability insurance expire?

7) Other Material Information (see definition below)

7.1) Do you expect there to be any significant change to or in your Company/Firm in the next 12 months? If "Yes", please provide full details on a separate sheet.

☐ Yes ☐ No

7.2) Is there any other material information that may be relevant to this application? If "Yes", please provide full details on a separate sheet.

☐ Yes ☐ No

8) Disclosure Notice

We would remind you that under English law, a business insured has a duty to disclose to the insurer every material circumstance which it knows or ought to know after reasonable search. This is the case before your cover is placed, when it is renewed and any time that it is varied. Your policy wording may also provide that this duty continues for the duration of the policy. A circumstance is material if it would influence an insurer's judgment in determining whether to take the risk and, if so, on what terms. If you are in any doubt whether a circumstance is material we recommend that it should be disclosed. Failure to disclose a material circumstance may entitle an insurer to impose different terms on your cover or proportionately reduce the amount of any claim payable. In some circumstances an insurer will be entitled to avoid the policy from inception and in this event any claims under the policy would not be paid.

9) Declaration

We declare that to the best of our knowledge and belief, the particulars and statements given in this application are accurate and complete. We declare that we have disclosed accurately every material circumstance which is known or ought to be known by senior management, or those responsible for arranging insurance, following a reasonable search. We understand that failure to disclose a material circumstance may entitle an insurer to impose different terms on our cover or proportionately reduce the amount of any claim payable. In some circumstances an insurer will be entitled to avoid the policy from inception and in this event any claims under the policy would not be paid. We accept that if we are in any doubt about whether a circumstance is material it should be disclosed. We agree that we have a continuing obligation to notify insurers of any material circumstances for the duration of the policy. We accept that deliberate or reckless breach of our duty of fair presentation may be referred to the relevant regulatory bodies.

Signature of Partner / Director:

Date:

Print Name:

For and on behalf of:

Specimen copies of policy wordings are available on request. We recommend you keep a record (including copies of letters) of all information provided to the insurer for your future reference.