



Proposal Form

Surveyors Questionnaire

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Please complete the whole form to the best of your ability, clarifying any areas where necessary and continuing on a separate sheet if required.

A website, brochure or overview of the services you provide will assist underwriters

New start-ups: Please use estimated values for fees, work breakdown etc. Please also provide a current CV or full summary of relevant qualifications and experience.

Insurance Act 2015 - Proposal Forms for non-consumer contracts - Duty of fair presentation

1. Before this insurance contract is entered into, the Insured must make a fair presentation of the risk to the Insurer, in accordance with Section 3 of the Insurance Act 2015. In summary, the Insured must:
 - a. Disclose to the Insurer every material circumstance which the Insured knows or ought to know. Failing that, the Insured must give the Insurer sufficient information to put a prudent insurer on notice that it needs to make further enquiries in order to reveal material circumstances. A matter is material if it would influence the judgement of a prudent insurer as to whether to accept the risk, or the terms of the insurance (including premium);
 - b. Make the disclosure in clause (1)(a) above in a reasonably clear and accessible way; and
 - c. Ensure that every material representation of fact is substantially correct, and that every material representation of expectation or belief is made in good faith.
2. For the purposes of clause (1)(a) above, the Insured is expected to know the following:
 - a. If the Insured is an individual, what is known to the individual and anybody who is responsible for arranging his or her insurance.
 - b. If the Insured is not an individual, what is known to anybody who is part of the Insured's senior management; or anybody who is responsible for arranging the Insured's insurance.
 - c. Whether the Insured is an individual or not, what should reasonably have been revealed by a reasonable search of information available to the Insured. The information may be held within the Insured's organisation, or by any third party (including but not limited to subsidiaries, affiliates, the broker, or any other person who will be covered under the insurance). If the Insured is insuring subsidiaries, affiliates or other parties, the Insurer expects that the Insured will have included them in its enquiries, and that the Insured will inform the Insurer if it has not done so. The reasonable search may be conducted by making enquiries or by any other means.

SURVEYORS QUESTIONNAIRE



Details of the Firm

1. a) Name of Firm
b) Date of commencement of firm
c) Is the firm regulated by RICS? If yes, please provide company registration number.

2. Please state the business activities of the firm

3. a) Principal Address of the firm
b) Website:
c) No. of other offices (Details of overseas offices)

4. List of principals, partners or directors:

Name (in full)	Qualifications	Date Qualified	Time in position	Full or Part Time?

5. Is cover required for previous business activities of any Principals, Partners, Directors?
If YES, please provide details on separate sheet.

N.B. THE PREVIOUS BUSINESS ACTIVITIES MUST BE THE SAME AS THE CURRENT BUSINESS ACTIVITIES OF THE PROPOSER IF COVER IS TO BE PROVIDED

6. Please state total numbers of staff (excluding principals, partners or directors):

Qualified Staff	Sub Consultants	Others

7. Please state the name of any Professional body or Trade Association of which the firm is a member of:

Professional Body

Trade Association

SURVEYORS QUESTIONNAIRE



Turnover & Split of work

1. Please list turnover for the past 5 years

Currency:

Financial year end:

	Last Complete Year	Year 2	Year 3	Year 4	Year 5
Turnover					

2. Average fee

3. Largest fee

4. Fee income location

Last Complete Year	Year 2	Year 3	Year 4
	%		%

6. Please list the countries involved in overseas operations

Activities of the Practice

1. Please indicate approximate percentage of total fees declared in the last financial year

Adjudicator/Arbitrator	%	Fire Safety (including EWS reviews or similar)	%
Architectural work - commercial Civil Engineering	%	General practice	%
Architectural work - residential	%	Investment agency	%
Asbestos surveying	%	Land agency	%
Interior Design	%	Loss assessing and adjusting	%
Soil, foundation, underpinning, piling	%	Planning supervisor	%
Auctioneering	%	Planning surveying	%
Building society agency	%	Project co-ordination	%
Building surveying (non-structural)	%	Project management	%
Building surveying (structural)	%	Quantity surveying <10m	%
Clerk of works	%	Quantity surveying >10m	%
Commercial estate agency	%	Residential estate agency	%
Commercial property/estate management	%	Residential property/estate management	%
Commercial surveys	%	Residential surveys	%
Commercial valuations for lending purposes	%	Residential valuations for lending purposes	%
Commercial valuations for non-lending purposes (asset sheet)	%	Residential valuations for non-lending purposes	%
Development management	%	Setting out	%
Development surveying	%	Site investigation	%
Employers agent	%	Town planning	%
Expert witness	%	Other work, please supply details:	%
Feasibility studies	%		%

2. Have you undertaken any activities other than those shown for the last completed year (as per question 9 for which you require cover)?

3. Please complete the following in respect of all work undertaken in the last 5 years.

A) Building Surveying (non-structural)		B) Building Surveying (structural)	
Average total single project value	£	Average total single project value	£
Highest total single project value	£	Highest total single project value	£
Highest own single project value	£	Highest own single project value	£

C) Project Management (with responsibility of appointing other consultants/contractors)		D) Quantity Surveying work	
Average total single project value	£	Average total single project value	£
Highest total single project value	£	Highest total single project value	£
Highest own single project value	£	Highest own single project value	£

E) Architectural work		F) Property management	
Average total single project value	£	Average total single project value	£
Highest total single project value	£	Highest total single project value	£
Highest own single project value	£	Highest own single project value	£

4. Do you undertake any financial services activities?

Are you tied (for purposes of the financial services act) to any organisation?

If NO, please provide details below.

If you undertake any form of asset management, please complete questions 5 & 6.

5. Do you have discretionary authority to make investments and/or acquisitions on behalf of clients?

If YES, please provide details below.

6. Do you provide any guarantee or indications on return investment(s)?

If YES, please provide details below.

7. Do you knowingly undertake any work for which involves contaminated or polluted land or property, or provide advice as to whether or not land or property might be contaminated or polluted?

If YES, please provide details on separate sheet.

SURVEYORS QUESTIONNAIRE



8. a) Do you appoint specialist sub-contractors and/or sub-consultants?

If YES, please answer below.

What percentage of gross income/fees were paid to sub-contractors/consultants in the last financial year? %

Are sub-contractors/consultants required to carry professional indemnity insurance?

If YES, to what limit? £

Do you always get an indemnity from sub-contractors/consultants, for their negligence in writing?

b) Does the firm have vetting procedures in place when selecting sub-contractors and/or sub-consultants?

c) Does the firm undertake regular financial checks on the firms once appointed?

9. Do you use a standard form of contract or letter of appointment?

10. Is the firm or any partner, director or principal whether presently or in the past been a member of a consortium, joint venture, single project partnership or group practice?

If YES, please provide details below.

Internal Management

1. a) Do you always obtain written references going back at least three years when engaging employees?

b) Above what amount do cheques require more than one signature? £

c) Are all cash books, receipts, counterfoils and bank statements checked independently of the person normally responsible by a principal at least monthly?

d) Is there an annual audit by an independent third party?

2. Current insurance agreements:

Period	Insurer	Limit	Excess	Premium
		£	£	£

For what limit/s of indemnity are quotations required, and what currency?

Currency

500,000	3,000,000
1,000,000	5,000,000
2,000,000	10,000,000

1. Claims and Circumstances

A) After enquiry have any Professional Indemnity claims been made against the firm (s) and/ or predecessors of the practice(s) and/ or your current and/or retired partner(s), director(s), or principal(s), either individually or otherwise, whether successful or not within the past ten years?

If YES please provide details

Date of claim/loss	Brief details	Amount of claim paid	Reserve / outstanding	Open/Closed
		£	£	
		£	£	
		£	£	
		£	£	
		£	£	

2. After enquiry, are any of the partners, directors, members or principals aware of any pending and/or circumstances which likely give rise to a claim against the firm(s) and/or predecessors of the firm(s) and/or your current and/or retired partner(s), director(s), member(s) or principal (s)?

If YES please provide details

Date of claim/loss	Brief details	Amount of claim paid	Reserve / outstanding	Open/Closed
		£	£	
		£	£	
		£	£	
		£	£	
		£	£	

3. Has any principal/director/partner of the business:

- a) Been declared insolvent or bankrupt or been the subject of bankruptcy proceedings?
- b) Been the subject of a County Court judgment (or Scottish equivalent) or are there any proceedings pending?
- c) Been a director or partner in any business which is or has been the subject of a winding up or administrative order, or receivership or other insolvency proceedings?
- d) Had a proposal form declined?
- e) Had an insurance cancelled?
- f) Had special terms imposed?
- g) Been convicted or charged with any criminal offence, or have a prosecution for such an offence pending?
- h) Been prosecuted or served with a notice of intended prosecution or a prohibition notice in connection with a breach or alleged breach of any health and safety legislation?

SURVEYORS QUESTIONNAIRE



Declaration

I/We declare that I/We have made a fair presentation of the risk, by disclosing all material circumstances which I/we know or ought to know by disclosing sufficient information to put a prudent insurer on notice that it needs to make further enquiries in order to reveal material circumstances.

Signature

Print name

Position

Date

A copy of this proposal should be retained for your records

SURVEYORS QUESTIONNAIRE



Additional Information