

Architects Proposal Form



Professional Indemnity

Version 06.17.003

This form has been designed to be completed and signed electronically.

Once completed please save it and send it back to: fast-track@alicecastle.co.uk

Or if you would prefer to complete this form by hand, simply print it and post to:

Alice Castle Limited
63 St Mary Axe
London
EC3A 8AA

Tel: 0207 186 1630
Web: www.alicecastle.com

Section 1 – Basic Details

Details must be provided of any other trading titles, including predecessor firm(s) for which cover is required.
All addresses must be shown together with the partner(s), director(s) or principal(s) responsible for the work at each location.
Please submit this information using the supplementary sheet on Page 8 of this form.

1.1 Firm Name			
1.2 Office Address			
1.3 Post Code		1.4 Date Established	
1.5 Contact Name		1.6 Telephone No	
1.7 Contact Email		1.8 Web Address	

Section 2 – Staff Details

2.1 Please give details of numbers of staff within the five categories below:

Partners, Directors or Principals	Qualified Staff	Draughtsmen	Trainee Staff	Other

2.2 Please detail all partners, directors and principals of the firm:

If your firm has more than eight partners, directors or principals, please use the supplementary sheet on Page 9 of this form.

Full Name	Year of Birth	Position	Full / Part Time	Time in current position	Qualifications	Date Qualified

Section 3 – Risk Management	
3.1 Is your firm (or any partner, director or principal) a member of any consortium, joint venture or single project partnership or have any association with or financial interest in any other practice, company or organisation?	
If you have answered "Yes" to question 3.1, please give full details on page 11 of this form.	
3.2 Do you always take up written references when engaging staff?	
3.3 Do all cheques drawn for over £5,000 require at least two signatures?	

Section 4 – Fees				
4.1 Please state your gross fees received for the past financial year and estimates for the current and forthcoming years:				
	Financial Year End Date	UK Income	Overseas Income	Total Income
Last Complete Year				0.00
Current Year (Estimated)				0.00
Next Year (Estimated)				0.00
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 details for each of these projects using the Overseas Work supplementary sheet on page 10 of this form.				
4.2 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.				
Architectural Work Stages 1 & 2 (A-C) Up To Concept Design Only		%	Project Co-ordination	%
Architectural Work Up To Stage 8 (L) To Full Completion Including Certification		%	Project Management	%
Building Surveying / Party Wall Surveys		%	Feasibility Studies	%
Structural Surveying or Engineering		%	Quantity Surveying	%
Property Valuations - Purchase or Lending Purposes		%	Town Planning	%
Fees Paid to Consultants, Sub Contractors or Agents		%	CDM / Planning Supervisor	%
Landscape / Garden Architecture		%	Expert Witness / Arbitration	%
Interior Design / Refurbishment		%	Aborted Work	%
Other (Please Specify)				%
Total				0.00 %

Section 4 – Fees (Continued)

4.3 Please estimate the percentage of each type of project undertaken in the last 12 months:

Commercial	%	Individual Housing	%	Schools or Universities	%
Ecclesiastical or Historic Buildings	%	Industrial	%	Swimming Pools	%
Harbours and Jetties	%	Leisure (excluding swimming pools)	%	Housing Associations	%
Multiple Housing	%	Other (Please Specify)			%

Total	0.00 %
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Section 5 – Contracts

5.1 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?

5.2 Please give the following details of the 5 largest contracts where construction has commenced during the past 6 years:

Client	Start Date	Description of Work	Total Contract Value	Your Contract Fee	Completion Date

Section 5 – Contracts

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

Contract 1	Client Name			
	Start Date		Completion Date	
	Description of Work			
	Contract Value		Your Contract Fee	
Contract 2	Client Name			
	Start Date		Completion Date	
	Description of Work			
	Contract Value		Your Contract Fee	
Contract 3	Client Name			
	Start Date		Completion Date	
	Description of Work			
	Contract Value		Your Contract Fee	

Section 6 – Claims

6.1 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?

6.2 After full enquiry, are any partners, principals or directors of the firm aware of any circumstance which might give rise to a claim?

If you have answered Yes to either of the questions above, please provide additional details using the supplementary sheet on page 11 of this form.

[Link to additional sheets for section 6](#)

Section 7 – Cover Requirements			
7.1 Please provide your current insurance details:			
Current Insurer		Current Broker	
Limit of Indemnity		Excess	
Premium		Renewal Date	
7.2 Please provide details of the cover you require:			
Limit of Indemnity		Excess	
7.3 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 you have answered Yes to question 7.3 please provide additional details on the supplementary sheet on page 11 of this form.			
7.4 Do you require cover for any partner, director, consultant or employee for liability arising out of a previous business?			
If you have answered Yes to question 7.4 please provide additional details on the supplementary sheet on page 11 of this form.			
7.5 Please provide the expiry date of your Employer’s Liability Insurance:			

Section 8 – Duty To Make A Fair Presentation
<p>You have a duty to make a fair presentation of the risk to be insured to the insurer. This requires disclosure of any information which would influence the judgement of a prudent insurer in deciding whether to accept your insurance, impose special terms, or charge an increased premium.</p> <p>A proposal form, or any other document relating to the contract of insurance, must be answered fully and accurately. All representations must be substantially correct if relating to matters of fact, or made in good faith if they are matters of expectation or belief. Please consider the questions regarding any other information very carefully.</p> <p>Please be aware that a failure to make a fair presentation of your risk may affect the payment of your claims, cause additional charges or even invalidate the policy.</p> <p>Disclosure of information also applies to senior management and those responsible for the insured’s insurance. The definition of senior management is those individuals who play significant roles in the making of decisions concerning how the insured’s activities are to be managed or organised.</p> <p>Information must be disclosed in a way which is reasonably clear and accessible to a prudent insurer.</p> <p>This duty arises not only at inception of the policy but also at renewal or in the event of any material change in your risk during the period of insurance. Please contact us immediately if you have any doubt as to what constitutes a relevant fact or circumstance.</p>

Section 8 – Duty To Make A Fair Presentation (Continued)	
8.1 Do you expect any significant change to or in your Company/Firm in the next 12 months?	
8.2 Is there any other material information that may be relevant to this application?	
If you have answered Yes to either of the questions above, please provide additional details using the supplementary sheet on page 11 of this form.	
It is essential that every Proposer or Insured, when seeking a quotation to take out or renew any insurance, discloses to the prospective Underwriters all material facts and information (including all material circumstances) which might influence the judgement of an Underwriter in deciding whether to accept the risk and on what terms. The obligation to provide this information continues up until the time that there is a completed contract of insurance. Failure to do so entitles the Underwriters, if they so wish, to avoid the contract of insurance from inception and so enables them to repudiate liability. If you have any doubt as to what constitutes a material fact or circumstance please do not hesitate to ask for advice. Unless agreed to the contrary, this insurance shall be subject to English Law.	

[Link to additional sheets for section 7 and 8](#)

Section 9 – Declaration			
<p><i>I declare that after full enquiry of all senior management and those responsible for our insurance, the contents of this proposal are true and we have not misstated, omitted or suppressed any material circumstance or information.</i></p> <p><i>I confirm that this proposal form, together with any other document that may have been provided, does provide a fair presentation of the risk to be insured.</i></p> <p><i>If there is any material alteration to the facts and information provided or any new matter arises before the completion of the contract of insurance, I undertake to inform insurers.</i></p>			
Signed by (Principal, Partner or Director):		Printed:	
For and on behalf of:		Date:	

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.

Please send your completed form to: fast-track@alicecastle.co.uk

Or if you prefer to print and send the form, please post to:

Alice Castle Limited
 63 St Mary Axe
 London
 EC3A 8AA

Supplementary Sheet for Section 1 – Basic Details

Details must be provided of any other trading titles, including predecessor firm(s) for which cover is required.
All addresses must be shown together with the partner(s), director(s) or principal(s) responsible for the work at each location.

Trading Title / Predecessor Firm	Address	Directors

Supplementary Sheet for Section 2 – Staff Details

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

Full Name	Year of Birth	Position	Full / Part Time	Time in current position	Qualifications	Date Qualified

Supplementary Sheet for Section 4 – Overseas Work

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 details for each of these projects below:

Client Name		Country	
Description of Work			
Start Date		Completion Date	
Contract Value		Your Contract Fee	Subject to UK Law
Client Name		Country	
Description of Work			
Start Date		Completion Date	
Contract Value		Your Contract Fee	Subject to UK Law
Client Name		Country	
Description of Work			
Start Date		Completion Date	
Contract Value		Your Contract Fee	Subject to UK Law
Client Name		Country	
Description of Work			
Start Date		Completion Date	
Contract Value		Your Contract Fee	Subject to UK Law
Client Name		Country	
Description of Work			
Start Date		Completion Date	
Contract Value		Your Contract Fee	Subject to UK Law

Supplementary Sheet - Additional Information

Please provide any required additional details relating to Sections 3,6,7 or 8.