



Architects

Renewal Proposal

**1. NAME(S) OF FIRM**

(Please include any predecessors for whom cover is required):

**2. ADDRESS OF THE PRINCIPAL OFFICE**

(Please list all other locations by Town or Country if overseas and identify the supervising Partner/Director at each location. Please provide an appendix sheet if required):

**ALL OTHER ADDRESSES BY TOWN ONLY**

Partner Contact:	
Telephone Number:	
E-Mail:	
Fax Number:	
Web-Site Address:	

**3. DATE OF COMMENCEMENT OF CURRENT BUSINESS**

DATE OF COMMENCEMENT OF AND CESSATION OF FORMER BUSINESS

(If Applicable)

REASON FOR CESSATION OF FORMER BUSINESS

**4. FULL DESCRIPTION OF BUSINESS ACTIVITIES**

(Please attach brochure(s) if available):

5. a) RECENT CHANGES

During the last six years, has the name of the Firm(s) changed or has any amalgamation or acquisition taken place, or have there been changes of Partners/Directors/Sole Practitioners? (i.e. departed, retired or deceased etc...)

Yes  No

b) NEW ACTIVITIES

Please provide details of major new activities being undertaken during the forthcoming financial year, i.e. new offices, new disciplines, territories etc...

Yes  No

If "Yes", please give details below:

6. GROSS FEE INCOME (or Turnover if applicable)

Please Advise (for new firms/start up's, please estimate the expected fee income):

	Actual for Last Financial Year	Estimate for Current Financial Year	Estimate for Next Financial Year
UK	£	£	£
USA or Canada	£	£	£
Elsewhere excluding USA or Canada	£	£	£
Total	£	£	£

Please state the date of your financial year end:

7. QUOTATIONS REQUIRED

(If unsure, please contact to discuss or request "Please obtain various"):

Limit of Indemnity	£	£	£
Excess(es)	£	£	£

PLEASE NOTE, IT IS IMPERATIVE THAT SECTION (a), (b) AND (c) OF QUESTION 8 ARE ANSWERED CORRECTLY AS FAILURE TO DO SO COULD PREJUDICE YOUR RIGHTS IN THE EVENT OF A CLAIM ARISING IN THE FUTURE.

## 8. CLAIMS & ORCIRCUMSTANCES

Where necessary, please provide details on an appendix sheet.

### a) CLAIMS

During the last ten years, have any claims or circumstances which may have given rise to a claim been made against the Firm(s) or predecessors in business or present or former Partners/Directors arising out of the activities of the Firm(s)?

Yes  No

If "Yes", please advise full details including amounts involved and settlement dates where appropriate.

Claims Paid
Claims Outstanding

### b) CIRCUMSTANCES

Are any of the Partners/Directors/Principals AFTER ENQUIRY aware of any circumstances which may give rise to a claim against the Firm(s) or its Predecessors in business or its/their present or former Partners /Directors / Principles?

Yes  No

If "Yes", please provide full details including amounts involved:

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### c) FIDELITY

(i) Has the firm sustained any loss through fraud or dishonesty of any person?

Yes  No

(ii) Does the firm know of any fraud or dishonesty of any present or former Partner/Director or employee?

Yes  No

If "Yes", please advise details and explain the precautions taken to prevent recurrence below:

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**Important**

Your personal data may be processed and held by us in our capacity as data controllers in order for us to write and administer your policy and to assist in the claims handling process in accordance with applicable data protection laws. To read our data privacy policy in full and for more information about your data protection rights, please visit our website at: <https://www.barbicanprotect.com/cookies-privacy-policy/>.

**DECLARATION**

We hereby declare that to the best of our knowledge and belief the foregoing particulars and statements represent a fair presentation of the risk we are seeking to insure.

We hereby undertake to declare any material alterations or amendments to the foregoing particulars and statements which occur prior to the commencement of the contract of insurance.

Signed:

Practitioner

For and on behalf of:

Date:

1. a) DISCIPLINE PROFILE

Please advise split of gross fee income received in the last complete financial year:

	UK	USA or Canada	Elsewhere
Architectural Work – RIBA Stages 0-2 only	%	%	%
Architectural Work – RIBA Stages 0-7	%	%	%
Town Planning	%	%	%
Landscape/ Garden Architecture	%	%	%
Quantity Surveying	%	%	%
Residential Structural Surveys/ Valuations/ Inspection Reports	%	%	%
Residential Valuations	%	%	%
Commercial Structural Surveys/ Valuations/ Inspection Reports	%	%	%
Commercial Valuations	%	%	%
Interior Design (Structural)	%	%	%
Interior Design (Non Structural)	%	%	%
Project Co-ordination/Employers Agent	%	%	%
Project Management	%	%	%
Building Surveying	%	%	%
Planning Supervisory Work	%	%	%
Feasibility Studies/Abortive Work	%	%	%
Expert Witness	%	%	%
Other Work – please specify	%	%	%
<b>Total Gross Fee Income</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

b) Total Buildings Values Certified during the last complete financial year.

£
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Gross fees paid to Consultants during the last complete financial year.

£
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Proportion of work in the last complete year where contracts were aborted with no likelihood of any future construction.

%
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## 2. CLIENT PROFILE

Please give the approximate percentage of the Firm's work carried out during the last complete financial year applicable to the following projects:

Educational Facilities (Schools, Universities etc...)	%	Other Facilities	Up to 3 stories	%
			Above 3 stories	%
Medical Facilities (Hospitals, Nursing Homes, etc...)	%	Commercial/Retail Facilities	Up to 3 stories	%
			Above 3 stories	%
Recreation / Leisure Facilities (Hotels, Sport Centres, Swimming Pools, etc...)	%	Industrial Facilities		%
Housing	Individual Dwellings	%	Manufacturing Plants	%
	Low Rise Multiple Dwellings	%		
	High Rise Multiple Dwellings	%	Roads/Highways	%
	Modular Dwellings	%		
Sewerage / Water Schemes	%	Offshore Installations / Marine		%
Harbours / Jetties	%	Bridges / Tunnels		%
Dams / Mines	%	Chemical / Oil / Nuclear Facilities		%
Mechanical & Bulk Handling Plants	%	Other (Please Specify)		%

## 3. SUPERVISION/ INSPECTION

Please advise the following as an approximate percentage of the Firm's work during the last complete financial year:

Where the Firm both designs and supervises or inspects construction

	%
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#### 4. PROJECT PROFILE

a. Please state the three largest contracts where construction has been started during the last SIX years:

Start Date	Brief Description	Total Contract Value	Firms Contract Value	Firm's Fee	Completion Date
		£	£	£	
		£	£	£	
		£	£	£	

b. Please state the three largest contracts where construction is expected to start during the next year:

Start Date	Brief Description	Total Contract Value	Firms Contract Value	Firm's Fee	Completion Date
		£	£	£	
		£	£	£	
		£	£	£	

#### 5. BASEMENT AND SWIMMING POOL WORK

a) Have you ever during the last ten years, or in the future do you intend, to be involved in a contract which includes work on a Basement (below ground level) or a Swimming Pool?

Yes  No

If "Yes", please complete the remaining parts of question 5.

b) List all projects which have involved Basements or Swimming Pools, stating the name of the client, the extent of your services provided and location, total contract value and start & finish date of the project.

Client name	Services you provided or will provide	Location of project	Total Contract value	Start & Finish date
		£		
		£		
		£		



		£		
		£		
		£		
		£		
		£		
		£		
		£		

c) With regard to the projects declared above, were specialists appointed for any structural engineering, waterproofing or damp proofing work where such work was required on these projects?

Yes  No

If "Yes", please confirm whether such specialist sub-contractors were directly appointed by you or your client.

Client & Location	Sub-contractors appointed by you	Sub-contractors appointed by the client