



CHURCH OF SCOTLAND INSURANCE SERVICES LTD

121 George Street, Edinburgh EH2 4YN
Telephone 0131 220 4119 Fax 0131 220 3113

INSURANCE- QUESTIONNAIRE; FOR BUILDING WORK UNDERTAKEN BY CONTRACTORS UNDER A STANDARD FORM OF BUILDING CONTRACT

Important Notes: this Statement of Fact is a summary record of the information that you are providing to us to enable us to obtain a quotation for your church. It is therefore important that you read all the questions carefully and answer them fully. The information you provide will be used to calculate the premium, terms and conditions of the quotation and will form the basis of the insurance contract between you and the insurers. Please also attach a Schedule of Works if it is available.

Duty of Fair Presentation: You have a duty to provide a 'fair presentation' of the risk to insurers. This means that you must clearly disclose every material circumstance which you, your Kirk Session or Congregational Board, or persons responsible for arranging your insurance, know or ought to know following a reasonable search. A material circumstance is one that may influence an insurer's judgement over whether to take the risk and, if so, on what terms. If you are in any doubt as to whether a circumstance is material you are advised to disclose it. Please note that failure to disclose a material circumstance may entitle the insurers to impose different terms on your cover or reduce the amount of a claim payable. In some cases your cover could be invalidated, which would mean that a claim would not be paid.

Please complete and return to the address shown above or email to:

enquiries@cosic.co.uk

- 1. Name of Church or Parish: -
2. Scheme Reference Number: -
3. Name and address for communication:
4. Which particular building is to be worked on? :-
5. Nature of building alteration or repair work specifying the type of work - e.g. plumbing, electrical, roofing etc and if the use of heat is necessary
6. What form of Contract is being used ? : Please specify Edition and Revisions e.g. JCT 1980 Edition (Nov 86 Revisions) or Scottish Minor Works (Sept 1996)



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- 7. What is the insuring clause contained in the contract e.g. JCT 6.4B?
- 8. Please insert name and address & telephone number of the person or firm responsible for drafting the contract on your behalf
- 9. Who has been appointed to ensure that the Contractor complies with their insurance obligations referred to in the contract **and that these insurances will be in force at all material times? :-**
- 10. Will your architect/surveyor ensure that, where applicable, the 'Hot Work Permit' System as recommended by The Loss Prevention Council will be implemented?
- 11. Name and address of Contractors:
- 12. Name and address of Architects:
- 13. Contract Price - including Architects and Surveyors fees and VAT
- 14. Date of commencement of contract
- 15. Estimated duration of contract
- 16. Please attach a Schedule of Works Attached Yes/No

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 SIGNED TITLE DATE



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Advisory Notes:

- (i) We would remind Congregations that the liability insurance of all tradesmen and/or contractors should be checked each and every time they are instructed to work on Church property - even if there is no formal contract.
- (ii) Where hot work is being undertaken on site it is very important that it is conducted in accordance with the 'Hot Work Permit System'. Please check with your Quantity Surveyor, Architect or Project Manager that this is in place.
- (iii) Where the contractors insurance is shown to expire during the period of the contract/work you should obtain confirmation from them that it has been renewed.
- (iv) It is recommended that you instruct your Quantity Surveyor, Architect or Project Manager that a Site Fire Safety Plan based on The Joint Code of Practice 'Fire Prevention on Construction Sites' be prepared to form the basis of effective risk management of the site.
- (v) Some elements of the VAT on eligible works may be recoverable under the Listed Places of Worship Grant Scheme please see visit <http://www.lpwscheme.org.uk> for further information.