



sutton
specialist risks

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**Facilities Management
Professional Liability Proposal Form**

Details of Applicant

1) Name or names, and any trading names of all entities to be insured including all previous trading names:

2) Your address(es)

Postcode:

3) Website:

4) email address:

5) The date which your business commenced trading:

...../...../.....

If the business has been established for less than 5 years, please provide copies of partners / principals / directors CV or career history

6) Please provide your full Business Description including details of any specialisms:

Please note that we require your full business description however cover only applies to the professional activities which are listed as part of question 11

7) Please state the total number of:	Principals/Partners/Directors	
	Qualified staff	
	Other technical staff	
	Administrative/other staff	

8) Please list the professional/regulatory bodies, trade associations or societies to which your business or its partners / principals / signatories belong:

Details of Practice		
9)	Yes	No
a) Has your company purchased any other practice or business or has any other business amalgamated or merged with your company?		
b) Do the principals / partners / directors of your company have any association with, or financial interest in any other practice, company or organisation?		
c) Is or has your company been a member of a consortium, group practice, joint venture, strategic alliance or involved in any single project partnership?		
If yes to any of the above, please provide details below:		

Breakdown of Activities

10)		
(a) Please specify, where applicable, the percentage of gross fees in the previous and current year that the following types of work represent:		
	Previous year	Projected for current year
Residential (Including blocks of flats)	%	%
Commercial Premises	%	%
i) Industrial Power Plants	%	%
ii) Manufacturing	%	%
Amenities	%	%
Any Other	%	%

b) Hazardous Locations	Yes	No
Are you, or have you been in the last 5 years involved with work at any premises or structures used in connection with the production, processing, transportation or storage of gas, oil, petrol or chemicals (other than retail garages, shops or offices), nuclear establishments, or work offshore, airside, or upon or alongside any railway tracks designated either green or red zone? (if yes please provide details below including the percentage of income derived in that area for the applicable financial year):		

Professional Activities

For guidance purposes, for the scope of this insurance cover **professional activities** means the supply or performance by **you** as a professional of any:

- Facilities Management Advice & Consultancy
- Health & Safety Training Advice and Consultancy
- Fire Safety Training, Advice, Design and/or Specification
- Security Training, Advice, Design and/or Specification
- Building Maintenance Systems Advice Design and Specification
- Periodic statutory testing and inspections of Building Environment Services and Systems
- Commercial Property Management

undertaken only by or under the direction and direct control of a properly qualified person. A properly qualified person will mean personnel with appropriate professional qualifications or not less than five (5) years relevant experience for the specific professional activities in which they are engaged.

11)		
a) Please provide a split of the professional activities undertaken within the previous and current financial year:	Previous (%)	Current (%)
i) Facilities Management (Advice and Consultancy)		
ii) Health and Safety Training, Fire Safety Training, Security Training (Advice and Consultancy and/or Specification)		
iii) Building Maintenance (Advice, Design and/or Specification)		
iv) Fire Safety Training, (Advice, Design and/or Specification)		
v) Security Training, (Advice, Design and/or Specification)		
vi) Periodic Statutory Testing and Inspections of Building Environment Services and Systems		
vii) Commercial Property Management		
viii) Any other work, please provide full details below:		
Total (must add up to 100%)		
b) Within the above split in your professional activities , are you, or have you been involved in any advice, design and/or specification in relation to Architectural work, Civil Engineering, Structural Engineering, Electrical Engineering, Heating and Ventilation Engineering, Land, Quantity and Building surveying for <i>new build developments</i> or <i>extensions to existing properties</i> ?	Yes	No
If yes, please confirm below which of these activities you are or were involved in? Please also confirm what percentage of your total professional activities relate to this work:	Previous (%)	Current (%)
	%	%

c) Professional Activities undertaken by third parties	Y	N
i) Do you pay fees to Consultants, Sub Contractors or Agents		
ii) Where the Consultants, Sub Contractors or Agents undertake professional activities , do you require them to hold their own Professional Indemnity Insurance?		
What minimum limit of indemnity do you require them to hold?	£	

Details of Turnover				
12) Please give details of turnover:	Year ending	Year ending	Last financial year	Estimates for forthcoming year
	/ /	/ /	/ /	/ /
Turnover relating to professional activities as set out in question 11				
All other turnover not relating to professional activities				
Total Turnover				

Please specify the percentage split of income emanating from USA/Canada or subject to USA/Canada law:	%
Please specify the percentage of income emanating from any other overseas work not including USA/Canada. Additionally please confirm below which countries the income is derived from:	%

Contracts

13) Please provide details of your largest 3 contracts undertaken in the last 3 years:		
Name of client and nature of their business	Service provided by you	Total contract value
		£
		£
		£

	Yes	No
14) Do you always confirm verbal instructions to commence a contract in writing?		
If NO, please explain why?		

Pollution		
	Yes	No
15) Does you undertake any work which involves polluted land or property or advise third parties as to whether or not land or property may be polluted or contaminated?		
If YES do you have a standard contract or terms of engagement which incorporates a disclaimer or limitation of liability in respect of pollution and contamination?		
If YES, please confirm how long this has been used and also attach a copy:		

Previous Insurance		
	Yes	No
16) Do you currently have cover in place for Professional Indemnity insurance?		
If yes, please confirm:		
a) Name of Insurer		
b) Renewal Date		
c) Current Retro Active date		
d) Limit of Indemnity	£	
e) Please tick whether this limit is in the aggregate or for any one claim	Aggregate	Any One Claim
f) Excess	£	
g) Premium	£	
	Yes	No
h) Have you ever been refused this type of insurance, had special terms imposed by insurers or had a similar insurance cancelled?		
If yes, please provide full details;		

Current Requirements		
17) What limit of indemnity is required (Please tick as appropriate)?		
£250,000	<input type="checkbox"/>	£500,000 <input type="checkbox"/>
£1,000,000	<input type="checkbox"/>	£2,000,000 <input type="checkbox"/>
		£750,000 <input type="checkbox"/>
		£5,000,000 <input type="checkbox"/>
Other – Please specify: £		

18) What level of excess is required (Please tick as appropriate)?		
£1,500	<input type="checkbox"/>	£2,000 <input type="checkbox"/>
£5,000	<input type="checkbox"/>	£10,000 <input type="checkbox"/>
		£2,500 <input type="checkbox"/>
		£25,000 <input type="checkbox"/>
Other – Please specify: £		

Claims or Circumstances which may give rise to a claim		
	Yes	No
19) Have you suffered any claims or losses which would fall within the scope of a Professional Indemnity policy or similar cover?		
20) Are you aware of any circumstances, allegations or incidents which could give rise to a claim against the business or any of its partners / principals / directors / officers or employees?		
If yes either 19 or 20, please provide details including the date and cost (or estimated cost) of the claim or loss and any steps taken to prevent a recurrence;		

Important Notice
You must inform us of any fact that may influence our decision to accept this risk or the terms upon which the risk is accepted. Failure to so inform us may invalidate this insurance or any claim made under it. If in doubt as to whether a fact should be disclosed to us, please consult your broker.
The particulars provided by, and statements made by, or on behalf of the Applicant(s) contained in this application form and any other information submitted or made available by, or on behalf of the Applicant(s) are the basis for the proposed policy and will be considered as being incorporated into and constituting a part of the proposed policy.

Declaration	
21) I/We am/are authorised to complete this application form on behalf of all parties entitled to coverage under this insurance.	
Name in capitals	
Signed	
Date	
Position	
Signatory must be a partner / principal / director / company secretary	

A copy of this Application Form should be retained for your own records.

It is understood and agreed that we may hold documents relating to this insurance and any claims under it in electronic form and may destroy the originals. An electronic copy of any such document will be admissible in evidence to the same extent as, and carry the same weight as, the original.

QBE records and holds data in accordance with the Data Protection Act 1998. We also follow strict security procedures in the storage and disclosure of information provided to prevent unauthorised access or loss of such information. We may find it necessary to pass data to other firms or businesses that supply products and services associated with this contract of insurance.

Further, by accessing and updating various databases we may share information with other firms and public bodies, including the police, in order to substantiate information and prevent or detect fraud. If you provide false or inaccurate information and we suspect fraud this fact will be recorded and the information will be available to other organisations that have access to the databases.

We can supply details of databases we access or contribute to on request.