



ALTERATIONS & EXTENSIONS PROPOSAL FORM

Name & Address of Insured:

[Empty text box for Name & Address of Insured]

Policy No:

[Empty text box for Policy No]

Circuit (if applicable):

[Empty text box for Circuit (if applicable)]

Your Name & Address:

[Empty text box for Your Name & Address]

General Description of Work to be Undertaken:

[Empty text box for General Description of Work to be Undertaken]

Start Date:

[Empty text box for Start Date]

Anticipated Completion Date:

[Empty text box for Anticipated Completion Date]

Name & Address of Contractor:

[Empty text box for Name & Address of Contractor]

Will the contractor(s) have exclusive access to the building on which the works are being carried out?

Yes

No

[Yes/No checkbox]

[Yes/No checkbox]

Will scaffolding be installed as part of the works?

[Yes/No checkbox]

[Yes/No checkbox]

Does the work involve the application of heat?

[Yes/No checkbox]

[Yes/No checkbox]

If Yes, please give details below:

[Empty text box for details if Yes]

Will any of the work be undertaken by members or volunteers? If you answer "Yes", please contact the office

Yes

No

[Yes/No checkbox]

[Yes/No checkbox]

Contract Price (including Professional Fees & VAT):

£

Contract Details

If the works are subject to a formal building contract then please provide the following details:

Which contract and insuring clauses apply? (Tick or complete as necessary)

JCT Minor 2005

5.4A

5.4B

JCT Intermediate 2005

6.7
Option A

6.7
Option B

6.7
Option C

Other (Please Give Details)

Does the Joint Fire Code Apply?

Yes

No

Is Terrorism cover specifically required under the terms of the contract? If you answer "Yes", please contact the office

What additional security measures will be implemented for valuables and other contents during the period of the contract?

What additional weather or security precautions will be employed if the contract involves the opening of the building eg., re-roofing or the replacement of doors or windows?

It is essential that any organ is properly protected against loss or damage during any building works. Have your organ builders been advised of the work to be carried out and have their recommendations been implemented?

Yes

No

Signature

Position Held:

Date: