

# Minor Works Questionnaire

If you're planning an extension or basic construction work on your home, it is important to let your insurer know.

To ensure your home is protected properly, please complete and return this form along with any schedules of work or contract agreements.

*Your insurer requires this information prior to works commencing to ensure the adequate level of cover is maintained on your property, throughout the duration of the works.*

## Please complete the following:

Name of Insured	
Policy Number	
Address of property undergoing works	
Existing buildings sum insured	
Construction type of walls and roof	
General condition of the building	
Description of the location e.g: rural, suburb	
Nearest occupied house to the site	
Name of contractors	
Period of contract	
Start Date	
Completion Date	
Contract Value (including VAT)	
Full details of contract works, including a full schedule	
Details of structural work including roofing or underpinning projects	

<p>Details of any use of heat</p>	
<p>Are any materials being salvaged and reused?</p>	
<p>Has a contract* been signed? If so, give full details including insurance clauses applicable *e.g. <i>JCT Minor Works 2005</i></p>	
<p>Is the existing structure to be insured in the joint names of the insured and the contractor?</p>	
<p>Do contractors have sufficient liability cover and Contractors All Risks cover? <i>Please supply copy of their certificates</i></p>	
<p>Will you be living at the home during the works? <i>If not, who will be responsible for securing the site each day?</i></p>	
<p>Will your neighbour contact you in the event of any unusual / unlawful activity?</p>	
<p>Are the contents to remain in the house?</p>	
<p>What measures are being taken to protect the contents of the house?</p>	
<p>What are your intentions for the property once the work is completed? <i>e.g. main residence, holiday home, let etc.</i></p>	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_