

**IMPORTANT PLEASE READ**

When completing this form, please use BLOCK CAPITALS and complete all sections, providing additional information where necessary. Failure to complete all relevant sections of this form fully may result in us being unable to provide a quotation for your site. Incomplete forms may be returned or result in delays.

**1. Contact Details – Points of contact for each stage of the development process**

**1.1 Main Point of Contact for General Correspondence**

Company name (if applicable)

Contact name

Address

Postcode

Telephone

Email address

**1.2 For Access to the Site (please complete if different to main contact)**

Company name (if applicable)

Contact name

Address

Postcode

Telephone

Email address

**1.3 For Accounting Purposes (please complete if different to main contact)**

Company name (if applicable)

Contact name

Address

Postcode

Telephone

Email address

**Guidance notes**

The guidance notes section provides additional help and guidance in completing this application form. If you have any questions please do not hesitate to contact us.

Please advise who should receive quotation, documentation etc.

Only complete if different to main point of contact.

Please advise who our Surveyor should liaise with to undertake site inspections.

Only complete if different to main point of contact.

Please advise who is responsible for receiving invoices, making payments etc.

## 1.4 For Building Control

Name of Local Authority providing your Building Control and carrying out your inspections

Contact name

Address

Postcode

Telephone

Email address

Date Building Regulations submission made

Please provide details of the Local Authority undertaking the Building Control function. Please note LABC Warranty are ONLY able to provide a structural warranty quotation if a Local Authority is being used to provide Building Control.

## 2. Site Address – The postal address of the site being developed

Address

Postcode

Please provide address details including site name (if applicable) and a partial postcode if full postcode not available.

## 3. Nature of Development – The type(s) and number of properties being developed at the above address

Scheme	Ensure you complete the relevant sections of this form including:	Number of units	Do any of these units contain any conversion elements?	
			Yes	No
Self-Build	Section 5.1			
Completed Housing	Section 5.2			

**Self-Build:** Building or having your own home built i.e. main place of residence.

**Completed Housing:** Homes completed in the last 10 years which now require a structural warranty.

Maximum number of storeys above ground level

Maximum number of storeys below or partially below ground level

Number of separate blocks

Are any blocks over £3,000,000

Yes  No

If Yes, complete the following table

Block name	Sale price	Reconstruction cost
	£	£
	£	£
	£	£

Please advise of any blocks with a sale price or reconstruction cost of over £3,000,000. A block is an individual building or structure, containing a number of units which does not rely on any other building or structure to sustain and transmit combined loads safely to the ground.

**Definition:** Reconstruction cost is the cost of rebuilding the unit(s) on a like for like basis removing any land costs.

Please provide details of any additional information on a separate sheet if required.

Start date of construction

End date of construction

Has construction started

Yes

No

If Yes, please provide details of the stage of construction and why the site has commenced without a warranty being arranged

Please provide details of any additional information on a separate sheet if required.

Was the site owned by a Developer / Builder who has been / is it currently in administration

Yes

No

#### 4. Technical Information - General information regarding methods of construction and materials used

##### 4.1 Attached and Existing Structures

Are any of the unit(s) attached and structurally connected to any other structure not included within this application

Yes

No

If No, please proceed to Question 4.2

If Yes, please refer to section 12.2 of our technical manual for guidance (available for download via [www.labcwarranty.co.uk](http://www.labcwarranty.co.uk)) and ensure you comply with the following:

- A Party Wall Agreement in accordance with the Party Wall Act will be in place (will not be required if you own the adjacent property).
- The separating wall(s) between the existing and new properties meet the relevant Building Regulation requirements.
- The existing adjacent foundations and wall structures are suitable to support any proposed increased loading(s).
- The junction of the new and existing wall(s) will be constructed to ensure dampness cannot enter either of the properties.
- An effective damp proof course will be present within any shared wall(s).
- Movement joints will be incorporated to allow for limited differential movement.

LABC Warranty is able to consider applications for developments, which have already commenced.

LABC Warranty is able to consider applications for developments, which have been or currently are in administration. This service can provide administrators, insolvency practitioners or new owners of the site with a structural warranty when selling housing stock if existing warranties have been invalidated. Cover will be provided under the New Homes or Completed Housing scheme. Please ensure you complete the supplementary form.

## 4.2 Non-Traditional & Non-Standard Construction

Will any unit(s) contain any non-traditional construction methods

Yes  No  If No, please proceed to Section 5

If Yes, please complete the following and provide details of the name of manufacturer, system and third party accreditation etc. in the text box provided:

	Yes	No
Off-site manufactured – volumetric <i>Factory produced three-dimensional units transported to site and stacked to form dwellings e.g. pods</i>		
Off-site manufactured – panellised <i>Flat panel units built in a factory and transported to site for assembly</i>		
Off-site manufactured – hybrid <i>Volumetric units integrated with panellised systems</i>		
Off-site manufactured – sub-assemblies and components <i>Larger components that can be incorporated into either conventionally built or MMC dwellings</i>		
Non-off-site manufactured Modern Methods of Construction <i>Innovative methods of construction or materials used on-site / the use of conventional components in an innovative way</i>		

Additional information

Traditional construction is defined as brick or block cavity construction or accredited timber frame (ISO 9001/CE Mark).

Please provide additional information if selected i.e. name of system and the manufacturer, details of any third party accreditation provided by relevant bodies, design information, extent of intended use, previous installations, etc.

Please provide as much detail as possible. If this information is not supplied, we will be unable to assess your application.

**5. Detailed Plot Information - To be completed for all units being registered on this development site**

Please Note: A spreadsheet version of this matrix is available to download if you have more than 1 unit to register at [www.labcwarranty.co.uk/plotschedule](http://www.labcwarranty.co.uk/plotschedule)

Plot no.	Development Type	Construction type	Unit Type	Stage of Build	Recon cost	Sale Price	Block Name	Repeat
1	SB	NB	D	NW	£100K	£250K		

**Definitions & how to complete:**

**Plot No.** is the designated number given by the Developer / Builder to identify the plot of land upon which the unit is to be built

**Development Type** is the intended use of the unit i.e.  
**SB** Self Build  
**CH** Completed Housing

**Construction Type** is the type of construction i.e.  
**NB** New Build units  
**C** Conversion units

**Unit Type** is the description of the property i.e.  
**D** Detached  
**SD** Semi-Detached  
**T** Terrace

**Stage of Build** is the stage of construction for each unit

**New Build:**  
**NW** No work started  
**F** Foundations poured / DPC  
**FF** First floor  
**W** Wall plate level  
**R** Roof / Watertight

**Conversion:**  
**FF** First-Fix  
**SF** Second-Fix

**Reconstruction Cost** is the cost of rebuilding the unit(s) on a like for like basis removing any land costs.

**Sales Price** is only required for Completed Housing developments and is the price you achieve in the open market. To clarify, the selling price is the full price and should not include any discounts agreed or incentives i.e. Discount Market Scheme, Help to Buy etc.

**Apartment Block Name** is the designated number or name given by the Developer / Builder to identify an individual building or structure, containing a number of units which does not rely on any other building or structure to sustain and transmit combined loads safely to the ground.

**Repeat:** this box should be ticked if the Development Type, Construction type, Reconstruction Cost and Sales Price (if applicable) are all the same as the unit detailed above

**Please note:** there must be a unique number for each individual Plot, even if the Repeat Details box is ticked

## 5.1 Self-Build

Individuals building or having their own home built by a Builder i.e. main place of residence

Is this going to be your main place of residence

Yes

No

If No, please complete the New Homes Application Form

Name of Individual who will reside in the property

Address

Postcode

Telephone

Email address

Size (m<sup>2</sup>) of the housing unit

Reconstruction cost

Type of Unit (i.e. detached, terraced)

No. of stage payments for mortgage purposes

Has the home owner built their own residence before?

Yes

No

If Yes, please provide additional information

Is an Architect involved in this project

Yes

No

If Yes, please complete the following:

Drawings plans only

Oversee majority of Work

Oversee and issue certificates

Architect company name

Contact name

Address

Postcode

Telephone

Email address

Additional information

Please note that the Self Build scheme is for individuals planning to reside in the property for the foreseeable future and if the property is sold within the first 12 months following the inception date of the Policy, it will be cancelled. If you are not planning to reside in the property for the foreseeable future, a New Homes application must be made and all scheme criteria will need to be met.

We cannot provide cover for any properties constructed using Oak as part of the structure or the waterproof envelope or any barn conversions.

Please ensure you provide total square metres for the property i.e. include all floors.

**Definition:** Reconstruction cost is the cost of rebuilding the unit(s) on a like for like basis removing any land costs.

As standard, 4 site audit inspections are undertaken (i.e. for 3 bed detached properties) although larger / more complex properties will be subject to additional inspections. If you require additional inspections to satisfy your lender for mortgage purposes then please indicate the total number of inspections required.

## 5.2 Completed Housing

For homes that were completed in the last 10 years and require a structural warranty

Company name (if applicable)

Contact name

Address

Postcode

Telephone

Email address

Please complete the following plot matrix identifying sums insured / unit types.

	Total estimated selling price	Total estimated Recon cost	Detached units	Semi Detached units	Terraced units	Flats	Total number of units
New Build	£	£					
Conversion	£	£					

Please confirm date of completion (date of first habitation or issue of Local Authority Completion Certificate whichever is earlier). If you are requesting cover for multiple plots please ensure that the date inserted is the completion date of the first unit.

Please confirm the following:

The reason why a Structural Warranty was not previously put in place

Why a Structural Warranty is required now

Only complete the contact details if the details are different from the main contact.

**Definition:** Reconstruction (Recon) cost is the cost of rebuilding the unit(s) on a like for like basis removing any land costs.

Please provide as much detail as possible including your original intentions for the property. If this information is not supplied, we will be unable to assess your application.

**6. Conversion / Refurbishment - Section to be completed if any properties you are building contain any conversion or refurbishment elements.**

How was the existing structure used	
Residential	<input type="checkbox"/>
Storage	<input type="checkbox"/>
Communal	<input type="checkbox"/>
Other	<input type="checkbox"/>
Industrial	<input type="checkbox"/>
Livestock	<input type="checkbox"/>
Other	<input type="checkbox"/>

If Other, please provide details

Approximate year in which the property was built

i.e. property built in 1960 etc.

	Yes	No
Has the Developer / Builder had experience in conversion or refurbishment projects	<input type="checkbox"/>	<input type="checkbox"/>
Has a condition survey been carried out	<input type="checkbox"/>	<input type="checkbox"/>
Have any other surveys or tests been carried out on the existing structure	<input type="checkbox"/>	<input type="checkbox"/>
Is the site in a conservation area	<input type="checkbox"/>	<input type="checkbox"/>
Does the development contain any barn conversions	<input type="checkbox"/>	<input type="checkbox"/>
Is the building listed	<input type="checkbox"/>	<input type="checkbox"/>
<i>Grade of listing if applicable:</i>		

We cannot provide cover for any conversions of grade 1 listed building, properties constructed using Oak as part of the structure or the waterproof envelope or any barn conversions.

Please provide a brief description of the works being carried out

Please provide copies of relevant surveys, reports etc. with this application. Where possible, please provide electronic copies of documentation. We will not be able to return any paper copies supplied.



**7. Builder Details – Contact Details of the appointed Builder to be supplied here**

Builder Company Name

Is the Builder currently registered with LABC Warranty

Yes  No

If Yes, please insert their LABC Warranty registration number and please proceed to Section 6

Contact name

Address

Postcode

Telephone

Email address

**8. Claims Experience and General Insurance Questions**

Have you or any director or partner / any individual or organisation referenced within this form:	Yes	No
Sustained any losses or had any claims in the last three years that would be covered by this Insurance		
Ever been refused property insurance or had any special terms imposed by any insurer		
Ever been convicted or is there any prosecution pending for any offence involving dishonesty of any kind		
Ever been prosecuted or received notification of intended prosecution under the Health and Safety at Work Act 1974 or Consumer Protection Act 1987		
Ever been involved with a house builder or construction company that has gone into liquidation / declared bankrupt in the past. If Yes, please provide details of what company and when. A Statement of Affairs will usually be required if the liquidation / bankruptcy occurred in the last 5 years		

If Yes to any of the above, please provide details

If Yes, please confirm the party involved, extent, nature and value of each claim.

This section is to be completed in respect of all parties referenced within this form i.e.

**Self-Build:** Land Owner and Builder

**Completed Housing:** Land Owner and Builder

## 9. Declaration

It is important that you answer all questions fully, truthfully and accurately. Please remember that the answers you give will be used to determine the terms that we can offer. If incorrect information is provided, this may result in the policy being amended or cancelled and may reduce the amount payable in the event of a claim or may result in the non-payment of a claim.

I/We declare that to the best of my/our knowledge and belief, the information I/we have given is correct and complete in every detail on behalf of the proposed insured.

Signed

Name

Job title

Date:

For and on behalf of:

This declaration should be signed by the current land owner or any beneficiary of any policies or products provided.

## 10. Supplementary Information

How did you hear about LABC Warranty	
Mailshot	<input type="checkbox"/>
Website	<input type="checkbox"/>
Press Advertising	<input type="checkbox"/>
Presentation or Seminar	<input type="checkbox"/>
Exhibition	<input type="checkbox"/>
Recommendation	<input type="checkbox"/>
Existing client	<input type="checkbox"/>
Other	<input type="checkbox"/>

If Other, please provide details

### Please return this form to:

LABC Warranty,  
2 Shore Lines Building,  
Shore Road, Birkenhead,  
Wirral CH41 1AU

T: 0800 183 1755  
E: [salesupport@labcwarranty.co.uk](mailto:salesupport@labcwarranty.co.uk)  
[www.labcwarranty.co.uk](http://www.labcwarranty.co.uk)

### Please provide any additional information pertinent to your application on a separate sheet with this application

By completing this form, you are agreeing to LABC Warranty saving and processing the information provided. LABC Warranty may share personal information with credit reference agencies and companies for use in credit decisions and fraud prevention, to pursue debtors and to assist us in the administration of warranty and insurance cover. We may also make periodic searches at credit reference agencies and fraud prevention agencies to manage your account. For further details please refer to [www.labcwarranty.co.uk/privacy-policy](http://www.labcwarranty.co.uk/privacy-policy).

If you are an individual consumer, sole trader or partnership, please note that by submitting this application form, you indicate your consent to receiving email marketing messages from LABC Warranty. If you do not want to receive such messages, tick here

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