

CATHOLIC CHURCH INSURANCE ASSOCIATION

Oakley House, Mill Street, Aylesbury, Bucks. HP20 1BN
Tel. No: 01296 422030 Fax No. 01296 428049

Application for Building Works Insurance Not applicable to the construction of new buildings

When church property insured with the C.N.M.L is altered, extended or repaired using formal contracts (requiring the Diocese/Order to insure the property and the works), this form should be completed by the Architect and forwarded to the above address, enclosing a cheque payable to Catholic Church Insurance Association for the full premium. (See notes attached regarding the need for and extent of cover required and premium ratings.) FOR COVER TO APPLY:-

THIS APPLICATION FORM MUST BE COMPLETED AND IN THE POSSESSION OF CATHOLIC CHURCH INSURANCE ASSOCIATION 14 DAYS PRIOR TO COMMENCEMENT OF THE CONTRACT AND CONFIRMATION MUST BE OBTAINED FROM CONTRACTORS THAT THEY WILL COMPLY WITH "THE JOINT CODE OF PRACTICE ON THE PROTECTION FROM FIRE ON CONSTRUCTION SITES AND BUILDINGS UNDERGOING RENOVATION" (SEE NOTE 6).

A. The Insured Property Diocese/Order

Name and address of property

..... Postcode.....

Parish/School Ref.No Type (see below)

("Type" means Church, Presbytery, Hall, Parish Centre, Licensed Club, Domestic House, Shops, Offices, etc., and for Schools, whether Secondary, High, Junior, Infant, Primary, Nursery etc.).

B. The Contractor Name

Address.....

C. The Works Project (State nature of work)

(The nature of work whether extensions, alterations or repairs or a mixture of any. Please quote any reference used and the commencement date of the work e.g. Oct 2005 Window repairs, Jan 2006 Extensions, Sept 2005 Alterations and Roof Repairs).

Note: The contractor must insure for a new build contract or for the element of a contract relating to new build.

Contract Price £.....
(Excluding VAT)

Fees £.....
(Excluding VAT)

Total Insured Value £..... = £.....Premium
(see notes 1&3 attached)

Date of possession.....

Date of completion.....

D. Form Completed by Name Position (Architect, Surveyor, Designer)

Address

Tel: Date:

NOTES

1. No premium is payable for building works insurance for contracts where the cost of work (inclusive of Fees but exclusive of VAT) is less than £250,000 (£10,000 in respect of Voluntary Aided schools) other than in Note 4 below. For contracts in excess of £250,000 (£10,000 for VA schools) the premium is payable on the full value of the contract prior to commencement of the contract.
2. Premiums for building works insurance on Voluntary Aided School contracts are subject to any apportionment between Governors and the DCSF and grant is obtainable on the Governors' share.

3. **Premium rates** for building contract works apply to the full insured value including fees but excluding VAT. The rates to be applied are as follows:

Voluntary Aided Schools	0.585% plus 5% Insurance Premium Tax
Other Property	0.25% plus 5% Insurance Premium Tax

- All losses to the existing structure (excluding losses due to Fire, Aircraft, Lightning and Explosion) subject to £300 excess
 - All losses to the contract works subject to £300 excess.
 - **N.B.** The contract documents should specify which party shall bear the costs of any loss which falls within the excess.
4. These premium rates include insurance for Fire and Explosion damage due to acts of Terrorism. Cover is provided to the following limits:-

Existing structure/Contents/Building Works - £250,000 any one loss

5. A number of building works contracts involve a combination of alteration and extension work and new stand-alone structures. This insurance only covers the alteration and extension work. For the construction of new buildings the contractor should effect contract works insurance.
6. The Joint Code of Practice (Fire on Construction Sites) has been published by:-

The Building Employers Federation	The Loss Prevention Council
The National Contractors Group	The Association of British Insurers
The Chief & Assistant Fire Officers Association	The London Fire Brigade

Responsibilities lie with (a) the Architect, Engineer or Contractor in the design phase, and (b) the Contractor during the construction phase " to ensure that the fire risk is minimised during construction and that the completed works will comply with statutory requirements in respect of fire precautions " .

*****ALL CHEQUES SHOULD BE MADE PAYABLE TO CATHOLIC CHURCH
INSURANCE ASSOCIATION*****