

APPLICATION FORM

NEW HOMES AND SOCIAL HOUSING

BROKER VERSION 4



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 Broker Name

Company name (if applicable)

Address

Contact name

Postcode

Telephone

Email address

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

Company name (if applicable)

Address

Contact name

Postcode

Telephone

Email address

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

Company name (if applicable)

Address

Contact name

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

Would you like Premier Guarantee to provide a quotation for Building Control

Yes No

If No, please provide the name of Building Control provider

Address

Contact name

Postcode

Telephone

Email address

Date Building Regulations submission made

 / /

By using Premier Guarantee Surveyors for your Building Control, you will benefit from our Project Managed approach with dedicated design assessment team, and our experienced Site Surveyors.

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If Premier Guarantee is not providing the Building Control service, please ensure you advise of the date Building Regulations submission made.

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
New Homes	Section 7.1			
Social Housing	Section 7.2			
Commercial	Section 7.3			

Maximum number of storeys above ground level

Maximum number of storeys 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 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

New Homes: New build or converted private residential developments for sale. If as the developer you retain ownership of any property, cover does not apply during the period you own the property. Cover applies after you have sold the property to a third party. For full definition of policyholder please refer to the policy document.

Social Housing: Housing developed for social rent / shared ownership / affordable homes by Housing Associations / Builders.

Commercial: Non-residential / commercial developments.

.....

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.

.....

Premier Guarantee is able to consider applications for developments which have already commenced.

.....

Premier Guarantee 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. DEVELOPER REGISTRATION

Developer company name

Are you currently registered with Premier Guarantee Yes No

If Yes, please insert your Premier Guarantee registration number

and please proceed to Section 5.

If No please complete the remainder of Section 4 in full:

Contact name

Postcode

Address

Telephone

Email Address

4.1 Trading Status

Sole Trader Partnership Private Limited Company
 Public Limited Company Other

If Other, please provide details

For Limited Companies please provide your company registration number

Year the Developer was established

4.2 Company Background

Is property development their full time occupation Number of units constructed in the last financial year
 Yes No

If No, please provide details of occupation

Number of units to be built in the next 12 months

Estimated value of land bank held

4.3 Details of Previous Development Projects

Address	Warranty provider	Recon. cost	No. of units	Construction type
		£		
		£		
		£		

Definition: A Developer is a company which owns the land on which the Development is being built and may or may not be responsible for both the construction and sale of property.

Definition: A Builder is a company which constructs properties on behalf of a Developer.

The remainder of this section to be completed if you are a Developer that is NOT already registered with Premier Guarantee AND you are applying for the New Homes scheme. This would also apply to a Special Purpose Vehicle (SPV).

Contact information is only required if different to main point of contact.

On acceptance of your first quotation we will provide access to our Extranet. Please note that the following contact will be set up as the Extranet Company Administrator. This means that they are responsible for: setting up new offices, company employees, approve / remove Extranet employee access, adding additional Extranet Administrators. Go to www.premierguarantee.com for more details on the Extranet.

Providing details of the company / past development experience will help to ensure you receive the best possible rating for your quotation. If no information is provided it will be assumed that the Developer has no experience and it is highly likely that terms will not be provided.

Definition: Land bank relates to the value of land held by your organisation for future development.

Please detail the type of construction i.e. new build, conversion / refurbishment. If you have construction experience with other companies or you have other developments that you have been involved with which you believe are relevant, please detail on a supplementary sheet.

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

4.4 Membership with other Warranty Providers

Is the company currently registered with a new home warranty provider

Yes No

If Yes, please provide details:

Name of new home warranty provider	Current rating	Length of time registered (years)

Has the business ever been refused membership, been removed from a new home warranty provider's register or is currently in dispute with a new home warranty provider

Yes No

If Yes, please give details of when this occurred, with which provider and why etc.

4.5 Associations

Is there a parent / holding company (or other company able to provide a form of guarantee) associated with this organisation

Yes No

Registered company name

Contact name

Address

Postcode

Telephone

Premier Guarantee registration number (if applicable)

Email address

Additional information

.....
Please note that proof of rating with other new home warranty providers may be required.

.....
Where possible organisations can / will be grouped together for financial security purposes. We may require some form of financial security and providing details of a company that can provide a form of guarantee will increase the options available to you.

5. BUILDER REGISTRATION

Builder Company Name

Is the Builder currently registered with Premier Guarantee Yes No

If Yes, please insert their Premier Guarantee registration number and please proceed to Section 6

If No or if you do not know their registration number, please complete the remainder of Section 5 in full:

Contact name

Postcode

Address

Telephone

Email Address

5.1 Trading Status

Sole Trader Partnership Private Limited Company

Public Limited Company Other

If Other, please provide details

For Limited Companies please provide their Company Registration Number

Year the Builder was established

5.2 Company Background

Is property development their full time occupation Number of units constructed in the last financial year

Yes No

If No, please provide details of occupation

Number of units to be built in the next 12 months

5.3 Details of Previous Development Projects

Address	Warranty provider	Recon. cost	No. of units	Construction type
		£		
		£		
		£		

Definition: A Builder is a company which constructs properties on behalf of a Developer or Client.

Only complete the remainder of this Section if you are employing a Builder that is NOT already registered with Premier Guarantee AND they are constructing property under any warranty scheme on behalf of a client. There is no need to complete if you are acting as both a Developer and Builder and have completed Section 4.

Contact information is only required if different to main point of contact.

Providing details of the company / past development experience will help to ensure you receive the best possible rating for your quotation. If no information is provided it will be assumed that the Builder has no experience and this may negatively affect your rating.

Please detail the type of construction i.e. new build, conversion / refurbishment. If the Builder has construction experience with other companies or you have other developments that you have been involved with which you believe are relevant, please detail on a supplementary sheet.

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

5.4 Membership with other Warranty Providers

Is the company currently registered with a new home warranty provider

Yes No

If Yes, please provide details:

Name of new home warranty provider	Current rating	Length of time registered (years)

Has the Builder ever been refused membership, been removed from a new home warranty provider's register or is currently in dispute with a new home warranty provide

Yes No

If Yes, please give details of when this occurred, with which provider and why etc.

5.5 Associations

Is there a parent / holding company (or other company able to provide a form of guarantee) associated with this organisation

Yes No

Registered company name

Contact name

Address

Postcode

Telephone

Premier Guarantee registration number (if applicable)

Email address

Additional information

.....
Please note that proof of rating with other new home warranty providers may be required.

.....
Where possible organisations can / will be grouped together for financial security purposes. We may require some form of financial security and providing details of a company that can provide a form of guarantee will increase the options available to you.

6. TECHNICAL INFORMATION

General information regarding methods of construction and materials used

6.1 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 6.2

If Yes, please refer to our technical manual (available for download via www.premierguarantee.com) for guidance on new elements connecting to existing structures 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.

6.2 Non-Traditional & Non-Standard Construction

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

Yes No

If No, please proceed to Section 7

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 Factory produced three-dimensional units transported to site and stacked to form dwellings e.g. pods	<input type="radio"/>	<input type="radio"/>
Off-site manufactured – panellised Flat panel units built in a factory and transported to site for assembly. Open panel timber frames where connections can be viewed upon site inspection are not considered non-traditional or non-standard construction	<input type="radio"/>	<input type="radio"/>
Off-site manufactured – hybrid Volumetric units integrated with panellised systems	<input type="radio"/>	<input type="radio"/>
Off-site manufactured – sub-assemblies and components Larger components that can be incorporated into either conventionally built or MMC dwellings	<input type="radio"/>	<input type="radio"/>
Non-off-site manufactured Modern Methods of Construction Innovative methods of construction or materials used on-site / the use of conventional components in an innovative way	<input type="radio"/>	<input type="radio"/>

Certain products, materials and systems do not represent a standard risk for insurance and as such are not acceptable. To try and avoid issues during the construction and possible scheme cancellation, please see further details available on our website www.premierguarantee.com

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

6.2 Non-Traditional & Non-Standard Construction *continued*

Additional Information

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.

7. 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 at www.premierguarantee.com/plotschedule

Plot No.	Development Type	Construction Type	Unit Type	Stage of Build	Recon Cost	Sale Price	Block Name	Repeat
1	NH	NB	SD	F	£100K	£250K	1	
2								✓
3	NH	C	D	NW	£100K	£280K	2	
4	C	NB	D	F	£500K		3	

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.
NH = New Homes
SH = Social Housing
C = Commercial

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
A = Apartments
O = Office
R = Retail
HOT = Hotel
ED = Education
HOS = Hospital
I = Industrial
SC = Shopping Centre

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 New homes developments and is the estimated price you would expect to achieve in the open market following the completion of the property. To clarify, the estimated 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.

7.1 New Homes - For housing developers building or converting private residential developments for sale on the private market

Total estimated selling price of units

Total estimated reconstruction cost of units

Will you be taking deposits from purchasers?

Yes No

If you are taking deposits then we may be able to provide cover under the Insolvency of Developer During the Building Period. Please consider if this cover is required as you may already have a facility for securing these deposits.

Would you like Insolvency of Developer During the Building Period cover if we can provide it?

Yes No

7.2 Social Housing - For Builders and Housing Associations involved in the construction of Social Housing developments

Housing Association name

Address

Contact name

Postcode

Telephone

Email address

Period of cover required

10 years 12 years

Total estimated reconstruction cost of units

7.2.1 Additional cover options available (please tick options required)

Loss of Rent

Yes No

Insolvency of Builder during construction

Yes No

If Insolvency cover is required, please provide contract cost

7.3 Commercial - For Developers working on commercial projects

Commercial Property Owner

Address

Contact name

Postcode

Telephone

Email address

Total estimated reconstruction cost of units

.....
If you have indicated that you would like Insolvency of Developer During the Building Period cover, if we can provide it, then we will undertake an assessment of your financial information in order to assess against our underwriting criteria. Following this we will either be able to offer the cover, offer the cover subject to certain conditions or decline to provide the cover. It is important that you review the quote document and attached conditions in full to determine whether cover has been provided or if conditions need to be met.

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

.....
Please note that these additional extensions to the standard cover provided are available subject to meeting scheme criteria and will incur additional fees.

.....
Without the contract cost being provided we will be unable to provide a quotation for Insolvency cover.

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

Definition: The Commercial Property Owner is the present owner of the land / property at the time of application and will be the party noted on the policy certificates.

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

Commercial building type	Number of units
Offices	
Retail	
Hotel	
Education	
Hospital (Health Centre)	
Car Parking	
Industrial	
Other	

If Other, please give details

Total size (m²) of property insured

Number of years cover required for

10 years 12 years

Are the works contracts under seal

Yes No

7.3.1 Additional cover options available (please tick options required)

Contaminated land

7.3.2 Additional Cover Options Available for Waiver of Subrogation Rights

Is a quotation required for waiver of the Underwriter's rights of recourse against the Contractor

Yes No

If Yes, has the Contractor been trading for more than 5 years

Yes No

Is a quotation required for waiver of the Underwriter's rights of recourse against the Structural Engineer

Yes No

If Yes, has the Structural Engineer been trading for more than 5 years

Yes No

Structural engineering company name

Address

Contact name

Postcode

Telephone

Email address

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

.....
Note: 12 year policies cannot be provided if the works contract is not under seal.

.....
Note: Quotations will only be provided if the relevant party has been trading for more than five years in their own name and subject to scheme criteria.

.....
Only required if waiver of the Underwriter's rights of recourse against the Structural Engineer is requested.

8. 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"/>
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

	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"/>
Grade of listing if applicable:		

Please provide a brief description of the works being carried out

Please provide plans showing the original property and any proposed alterations to be made. Where possible, please provide electronic copies of documentation. We will not be able to return any paper copies supplied.

.....
 I.e. property built in 1960 etc.

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 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.

9. 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, 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.

New Homes: Developer (Land Owner) and Builder

Social Housing: Housing Association and Builder

If Yes for any of the above, please provide details:

10. 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.

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

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
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Job title	Date
<input style="width: 90%;" type="text"/>	<input style="width: 90%; text-align: center;" type="text" value=" / /"/>
For and on behalf of	
<input style="width: 95%;" type="text"/>	

11. SUPPLEMENTARY INFORMATION

How did you hear about Premier Guarantee	
Mailshot	
Website	
Press advertising	
Presentation or Seminar	
Exhibition	
Recommendation	
Existing client	
Other	

If Other, please provide details

Please return this form to:

Your Broker

By completing this form, you are agreeing to Premier Guarantee saving and processing the information provided. Premier Guarantee 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.

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 Premier Guarantee.

If you do not want to receive such messages, tick here

For further details, please refer to www.premierguarantee.com/privacy-policy.

Additional information

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Please provide any additional information pertinent to your application.



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