



Registration Category

- ☐ Developer *As a Q Registered Developer, you will be able to offer your customers The Q Policy on New Homes & other structures which are constructed by a Q Registered Builder.*
- ☐ Builder *As a Q Registered Builder, you will be able to offer The Q Policy on New Homes & other structures which you construct for Q Registered Developers.*
- ☐ Developer & Builder *As a Q Registered Developer & Builder, you will be able to offer your customers The Q Policy on New Homes & other structures which you construct and sell or rent.*

Applicant Contact Details

Person making this Application

Position

E-mail Address

Tel

Contact Address

(including Postcode)

Company Details

Trading Name of Company

Website

Registered Company Name
(if different from Trading Name)

Registered Company Number

Date Company Incorporated

Start of Trading Date
(if different from Incorporated)

Company Type

Public Limited Company

☐

Private Limited Company

☐

Partnership

☐

Limited Liability Partnership

☐

Sole Trader

☐Other *(please state below)*☐

Other

Dormant Companies – *must be completed by Dormant Companies*

Is the company a Dormant Company?

*This means that the company is not currently trading*Yes ☐No ☐**A Cross Company Guarantee will be required for Dormant Companies.**

Please provide details of the company which will provide the Cross Company Guarantee:

Full Company Name

Companies House Registration No:

Single Purpose Vehicle (SPV) – *must be completed by SPV's*Is the company a Single Purpose Vehicle? Yes ☐No ☐*If the company has been setup for one specific project, please complete the following sections.*

What was the purpose for the formation of an SPV?

Is the SPV made up of specific companies?

Yes ☐No ☐If YES, please provide details of all of the companies included within the SPV *(please include full company names and co. registration numbers)*

Please provide details of the primary occupation & background information of the companies within the SPV

A Cross Company Guarantee will be required for SPV's.

Please provide details of the company which will provide the Cross Company Guarantee:

Full Company Name

Companies House Registration No:



Key Personnel

Please provide details of the following Key Personnel:

1. Managing Director / CEO

Name

E-mail Address

Tel

Years of Industry Experience

Qualifications

2. Person in overall charge of projects

Name

Job Title

Tel

E-mail Address

Years of Industry Experience

Qualifications

Is this person directly employed?

If No, please provide Employer Name

3. Person in charge of Design

Name

Job Title

Tel

E-mail Address

Years of Design Experience

Qualifications

Is this person directly employed?

If No, please provide Employer Name

4. Person in charge of Construction

Name

Job Title

Tel

E-mail Address

Years of Construction Experience

Qualifications

Is this person directly employed?

If No, please provide Employer Name

Please list the names, titles and qualifications of any other Company Directors and any relevant Managers / Technical Staff in your organisation

Name	Job Title	Qualifications	E-mail Address



Technical & Business Information

How many years of experience does the business have in the type of construction you are registering for?

If you have fewer than five years, please provide details of any relevant experience from directly employed personnel

How many units have you built in the last five years?

How many units do you plan to build in the next year?

Please complete the following table for your company over the last three years

Year 1:

Year 2:

Year 3:

Number of Residential Units constructed

Number of Insurance Claims

Please provide your full annual accounts for the last three years (required) – please note these should show Turnover & Net Profit/Loss

Enclosed ☐

Warranty Details

Are you a member of any other warranty schemes?

Yes ☐

No ☐

If YES, please provide your registration certificate ☐

Please confirm the name of the provider

Registration No

How long have you been with the provider?

Rating

How many claims have you had in the last 5 years?

What is the average value of the claims?

Have you ever been refused cover by a warranty provider?

Yes ☐

No ☐

Please provide details of any Claims and if you have ever been refused cover by a warranty provider

Company Policies

Are you a member of CHAS, Constructionline or any otherSSIP accredited H&S schemes?

Yes ☐

No ☐

If YES, please include copies of your registration certificates

Enclosed ☐

Do you operate the CSCS scheme?

Yes ☐

No ☐

Are you a member of any Trade Associations?

Yes ☐

No ☐

Details

Please provide details of any company accreditations:

Please provide copies of:

Health & Safety Policy (required)

Included:

Yes ☐

No ☐

Quality Control Policy

Included:

Yes ☐

No ☐

Customer Care Policy / Customer Charter

Included:

Yes ☐

No ☐

Complaints Procedure

Included:

Yes ☐

No ☐

If you have any other policies, please provide details in the box below and include with your submission



Insurance Details

Please provide copies of your relevant insurance certificates with your submission (*required*)

Enclosed ☐

☐ Employer's Liability Insurance

☐ Public Liability Insurance

☐ Contractors All Risk Insurance

☐ Professional Indemnity Insurance

☐ Other (e.g. Site Insurances – please specify)

Claims Details & Other History

Please answer all of the following questions:

Have you or any director, partner, individual or organisation referenced within this form, to the best of your knowledge:

- | | | |
|--|------------------------------|-----------------------------|
| - Sustained any losses or had any claims in the last five years which would be covered by this insurance? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| - Ever been refused property insurance or had any special terms imposed by an insurer? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| - Ever been convicted or is there any prosecution pending for any offence involving dishonesty of any kind? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| - Ever been prosecuted or received notification of intended prosecution under the Health & Safety at Work Act 1974 or Consumer Protection Act? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| - Ever been involved with a company which has been placed in liquidation or ever been declared bankrupt? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If you answered 'Yes' to any of the questions above, please provide further details below:

Conditions & Declaration

Registration with Q and the provision of quotations for Structural Defects Warranties, products or services will be issued on the understanding that the information provided by you is correct. Should any information you provide to us subsequently change or prove to be inaccurate, Q reserves the right to amend quotations or cancel registrations.

Please note that all quotations issued by Q are made based on the Developer and Builder for a development project being fully registered with Q, and signing up to and complying with the Q Terms of Business Agreement. If the Developer or Builder cancels or does not renew their Q Registration when it is due, before all plots on a quoted development are completed, Q reserves the right to withhold Insurance Certificates and Cover Notes, and may also withdraw or amend quotations.

By signing this form, I hereby declare that I have read over all the statements and particulars provided in this form and I declare that to the best of my knowledge and belief they are correct and that no material fact has been omitted, misrepresented or mis-stated.

I believe that I have made a fair presentation of the risk by disclosing all material matters which I know or ought to know or, failing that, by providing sufficient information to put a prudent insurer on notice that it needs to make further enquiries in order to reveal material circumstances. (If you are unsure whether to disclose any information, please contact us at client@qassurebuild.co.uk).

Name

Position in Company

Signature

Date

If you need any assistance completing this form, please call 0333 577 2800 and ask for Q Operations Team.

Please email your completed form and supporting information to client@qassurebuild.co.uk

Privacy Notice – The information provided by you is required by Q and its underwriters in order to provide pricing and information about the provision of structural defects warranties. Our Privacy Statement is available at www.qassurebuild.co.uk/privacy-statement which provides full details of how we use and share information as well as your rights and how to exercise them.