

# Risk Assessment: Contract Works

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## Section 1 - Details of Applicant

1. Broker: \_\_\_\_\_ Contact: \_\_\_\_\_
2. Principal: \_\_\_\_\_
3. Main Contractor: \_\_\_\_\_
4. Who is proposing this insurance?      Principal      Main Contractor
5. Details of interested parties and the nature of their interest: \_\_\_\_\_
  
6. Construction period:    Start Date: \_\_\_\_\_      Finish Date: \_\_\_\_\_
7. Maintenance period: \_\_\_\_\_
8. Contract/Project Name: \_\_\_\_\_
9. Contract site (incl Street & Suburb): \_\_\_\_\_
10. The Works to be undertaken:      New Build      Repair      Refurbishment      Other

Description of the works:

11. Usage:

12. Details of foundations e.g. piled, slab etc:

13. Number of storeys above ground:

Number of storeys below ground:

14. Structural Frame e.g. steel, concrete, timber:

## Section 2 - Building Regulations

1. Building Codes to be used:

2. Have building plans been approved within the last 3 months by authorities?

Yes

No

3. Has there been a Geotech/Soil report carried out?

Yes

No

If YES, Date report issued:

If YES, Is this a draft or final?

Draft

Final

## Section 3 - Limits and Sublimits required

Item	Description	Replacement Value
Item 1	Contract Works	
Item 2	Principal supplied Materials	5% of item 1 (minimum \$10,000, maximum \$500,000)
Item 3	Transit	5% of item 1 (minimum \$50,000, maximum \$500,000)
Item 4	Materials in Storage (off contract site)	5% of item 1 (minimum \$10,000, maximum \$500,000)
Item 5	Protection Costs	5% of item 1 (minimum \$10,000, maximum \$500,000)
Item 6	Removal of Debris	5% of item 1 (minimum \$10,000, maximum \$500,000)

Item 7	Professional Fees	5% of item 1 (minimum \$10,000, maximum \$500,000)
Item 8	Additional Cost of Working	5% of item 1 (minimum \$10,000, maximum \$200,000)
Item 9	Expediting Expenses	5% of item 1 (minimum \$10,000, maximum \$500,000)
Item 10	Temporary Buildings	State the overall new replacement value of total

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**Total Sum Insured for all Values**

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## Section 4 - Project Site Details

### Is the site:

- |     |  |     |    |
|-----|--|-----|----|
| 1.  | Outside a mains water supply area?   | Yes | No |
| 2.  | Further than 10Km from a Fire Brigade?   | Yes | No |
| 3.  | Any contour other than 'flat to gently sloping'?   | Yes | No |
| 4.  | Are foundations and/or excavations (if any) over 3 metres in depth?  | Yes | No |
| 5.  | Are trenches (if any) greater than 3 metres in depth or 100 metres in total length open at any one time?   | Yes | No |
| 6.  | Do earthworks need to be undertaken in relation to anything other than foundations, excavations or retaining walls?  | Yes | No |
| 7.  | Does the contract involve construction, installation or work on a pool or tank with more than 2,000 litre capacity?  | Yes | No |
| 8.  | Are composite panelling to be used in more than 10% of the total area of the works?  | Yes | No |
| 9.  | Does the contract require work on or within any existing property?<br><br>If YES, please provide details:  | Yes | No |
| 10. | Are there any special features or risks associated with the contract that make the works more hazardous than would normally be expected from a project of this type? | Yes | No |

11.	In the past 3 years, has the main contractor suffered any losses greater than \$50,000?	Yes	No
12.	CERA Zone colour?	Yes	No
13.	Have site/ground investigation reports been undertaken?	Yes	No

## Section 5 - Additional information to be supplied

Please indicate the information to be supplied:

1.	Drawings	Yes	No
2.	Contract Conditions	Yes	No
3.	Geo-Tech report	Yes	No
4.	Planning Approval	Yes	No
5.	Bar Chart	Yes	No
6.	Breakdown in contract value	Yes	No

# Declaration

## To be signed by the insured for whom this insurance is intended for

The undersigned declares that the statement and particulars in this form are true and that no material facts have been misstated or suppressed after enquiry. The undersigned agree that should any of the information given by us alter between the date of this form and the inception date of the insurance to which this form relates, the undersigned will give immediate notice thereof. The undersigned agrees that the Underwriters may use and disclose our personal information in accordance with the 'Privacy Collection Statement' at the end of this form.

The undersigned agrees that this form, together with any other information supplied by us shall form the basis of any contract of insurance effected thereon. The undersigned acknowledges that they have read the policy wording and associated endorsements and are satisfied with the coverage provided, including the limitations and restrictions on coverage.

Full Name:

Position:

Signature:

Date:

**It is important the undersigned of the declaration above is fully aware of the scope of this insurance so that these questions can be answered correctly. If in doubt, please contact the broker or agent, since non-disclosure may affect an Insured's right of recovery under the policy.**

DUAL New Zealand recommends that you keep a record of all information supplied for the purpose of entering into an insurance contract (including copies of this proposal form and correspondence).

## Privacy Collection Statement

At DUAL New Zealand, we are committed to protecting your privacy and complying with the Privacy Act 2020 (NZ) (Privacy Act).

We use your information to assess the risk of providing you with insurance, provide quotations, issue policies and assess claims, on behalf of the insurers we represent. We also use your information to administer any policies we have issued to you and may do so by mail or electronically, unless you tell us that you do not wish to receive electronic communications. If you do not provide us with full information, we may not be able to provide insurance or assess a claim. If you provide us with information about someone else, you must obtain their consent to do so.

We provide your personal information to the insurer we represent when we issue and administer your insurance. When providing a quotation or insurance terms, we will tell you if the insurer is overseas and if so, where they are. We may also provide your information to your broker and our contracted thirdparty service providers (e.g. claims management companies). We are part of Howden Group Holdings Limited and may provide your information to UK based Group entities who provide us with business support services. If a recipient is not regulated by laws which protect your information in a way that is similar to the Privacy Act, we will take reasonable steps to ensure that they protect your information in the same way we do or seek your consent before disclosing your information to them. We do not trade, rent or sell your information.

Our Privacy Policy contains more information about how to access and correct the information we hold about you and how to make a privacy related complaint, including how we will deal with it. By providing us with your personal information, you consent to its collection and use as outlined above and in our Privacy Policy. Ask us for a copy of our Privacy Policy via email at [privacy@dualnewzealand.co.nz](mailto:privacy@dualnewzealand.co.nz) or access it via our website using the following [link](#).

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