

Application for Contract Works Insurance

Not applicable to the construction of new buildings

When church property insured by CNM 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, Engineer/Surveyor and forwarded to the contact details shown below. This form must be completed for contracts in excess of £250,000. Cover is not available for VA schools contracts which should be arranged separately. Please see the Notes section for further information.

Contact Details

Our preference is to receive all completed application forms by email at claims@cnm.gg

Alternatively, you can send a hard copy to us by post at the following address:

The Catholic National Mutual Limited, Level 5 Mill Court, La Charroterie, St Peter Port, Guernsey, GY1 1EJ

You can also contact us by telephone on 01481 732789

For Cover to Apply

This application form must be completed and received by CNM 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 5)

A. Diocese/Order	
B. Name and address of the insured property	
Post Code:	
C. Employer under the Building Works Contract	
D. The Contractor Name	
Address:	
E. Confirmation that the named Contractor holds appropriate liability insurance of £5 million	

F. The Works Project (state nature of the work)	
--	--

The nature of work should state 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 2018 Window repairs, Jan 2019 Extension, etc)
 Note: The contractor must insure for a new build contract or for the element of a contract relating to new build.

	Contract Price (excl VAT)	£
	Fees (excl VAT)	£
	Total Contract incl Fees (excl VAT)	£
Date of possession:		
Date of completion:		
To whom should the invoice be sent (incl email address if available):		

G. Form Completed By	Name:	
	Position:	
	Company:	
	Address:	
	Email:	
	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 (£100,000 in respect of Voluntary Aided schools). For contracts in excess of £250,000 the premium is payable on the full value of the contract prior to commencement of the contract. Cover is not available from CNM for VA schools contracts which must be arranged separately.

2. Premium rates for building works apply to the full insured value including fees but excluding VAT. These rates vary depending upon the type of building, and the nature of the insurance cover provided by the Company.

Upon receipt of a completed application form, the Company will invoice the appropriate party as advised in Part F of the form. The Company requires payment to be received before commencement of the works.

- All losses to the existing structure (excluding losses due to Fire, Aircraft, Lightning and Explosion) are subject to relevant policy excess, as are all losses to the contract works.
 - The contract documents should specify which party shall bear the costs of any loss which falls within the excess
3. The premium rates include insurance for Fire and Explosion damage due to acts of Terrorism. Cover is provided for the following limits:
Existing structure/Contents/Building Works - £1,000,000 any one loss for non-residential properties
 4. 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 affect contract works insurance.
 5. 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/Surveyor 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".

6. Completed Building Works Applications should be submitted to CNM no later than 14 days before commencement of the works and should be accompanied by a copy of the contract.

If you have any trouble meeting this deadline please contact the office on 01481 732789