



# HERA INDEMNITY

MAKING A DIFFERENCE

SURVEYORS PROFESSIONAL INDEMNITY INSURANCE  
PROPOSAL FORM

# Surveyors Professional Indemnity Insurance Proposal Form

## Instructions

- This proposal form must be completed by a Principal, Director, Partner or Company Secretary of the Proposer.
- If there is insufficient space to provide answers, please supply additional information on a separate sheet of the Proposer's company headed paper.
- All questions must be answered.
- Completion of this proposal form does not bind the Proposer to complete the insurance. Please keep a record of all information supplied to us.

## Disclosure

- It is your responsibility, throughout the lifetime of a policy and at renewal, to provide us and your insurers with complete and accurate information. You should check carefully the details on the proposal form that have been completed on your behalf to ensure that they are correct.
- With regard to the insurance cover we arrange for you, you owe a duty of disclosure to the Insurer. Please refer to the Duty of Fair Presentation at the end of this proposal form. You must take reasonable care to provide complete, accurate and honest answers to the questions we ask when you take out, make changes to or renew your policy. This will include all information that is likely to affect both the assessment and acceptance of risks being insured, whether or not a specific question has been included in this Proposal Form. Failure to provide full and accurate information may invalidate your cover, thus any potential claim may be declined. If you are unsure whether you should disclose it or if you are in any doubt, do not hesitate to ask us.

## 1. Your Details

Proposer – name of Firm and trading styles:

Establishment Date(s)



Is the Firm named above:

Partnership

Limited Liability Partnership

Limited Company

Name of all predecessors of the Firm for whom cover is required.

Establishment Date(s)

Cessation




Contact Details

Name and position of person responsible for completing this form

--

Name and position of person responsible for purchasing Professional Indemnity insurance (if different to above):

--

Telephone

--

Fax

--

Email

--

Website

--

Principal address and postcode of all other offices.

Percentage of Fee Income billed from this office (%)



**2. Partners / Directors / Consultants**

Please complete the table below giving details of your Firm's Partners and Directors (If insufficient space is allowed below please submit additional information as an attachment).

Names in full of all Partners/Directors	Date of Birth	Qualifications	Date Qualification obtained	How many years at the Firm	RICS Membership No

Names in full of all Consultants and former Consultants	Date of Birth	Qualifications	Date Qualification obtained	How many years at the Firm	RICS Membership No

If cover is required for any Partner or Director in respect of his/her liability arising from any previous business, please complete the following.

Partners/Directors Name	Name of Previous firm	Date left previous business

### 3. Other Staff Details

How many other permanent staff do you employ under each of the following headings?

Full Time

Part Time

Qualified Staff



Others (Administrative Staff)



Self Employed/Contract Hire



### 4. Fee Income

Date of the Firm's financial year end

Please state for the whole Firm the total annual gross fees received in each of the last five completed financial years. (The figures should exclude disbursements, but include fees paid to sub-consultants).

Year:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
In the UK (for UK clients)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
US/Canada	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Elsewhere	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please state estimated annual gross fee income for the next full financial year:

If, in response to the above, you have stated that fees derive from 'Elsewhere' please provide further information on the location(s) and the nature of the contract(s) concerned below.

Country	Starting date	Description of contract	Total contract value	Approximate completion date	Professional services provided
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Does your Firm work, or has it worked, from any other location other than its UK offices?

Yes

No

Does the Firm enter into contracts where the jurisdiction is not the UK courts?

Yes

No

If 'Yes' please give details below:

Country	Starting date	Description of contract	Total contract value	Approximate completion date	Professional services provided
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If any of the fees declared in Section 4 are paid by your Firm to any independent and/or sub-consultants please provide the following.

Name of Firm/Individual	Professional Discipline	Fees paid (Last Financial Year)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you require sub-contractors and/or consultants to carry Professional Indemnity Insurance?

Yes  No

What is the minimum requirement?

**N.B. If this is not a requirement and you would like them to be indemnified under your policy for work done on behalf of your Firm, special arrangements must be made with insurers. In such cases a copy of the individual's CV will be required.**

Please provide a split of gross fees for the last two years (if you are uncertain how to classify activities please refer to the descriptions at the end of this proposal form).

	Current Financial Year		Previous Financial Year	
	Fee Income	Number of transactions	Fee Income	Number of transactions
<b>Residential</b>				
Estate agency	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lettings	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Property management	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Development appraisals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Landlord and tenant advisory	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building surveying	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Valuations for lending purposes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Valuations for homebuyers reports 1) For client	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Valuations for homebuyers reports 2) For lending institutions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Valuations for non-lending purposes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Auctioneering	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Commercial</b>				
Estate agency	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lettings	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Property management	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Development appraisals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Landlord and tenant advisory	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Investment & portfolio consultancy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building surveying	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Valuations for lending	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Valuations for non-lending purposes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Facilities management	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Auctioneering	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Current Financial Year		Previous Financial Year	
	Fee Income	Number of transactions	Fee Income	Number of transactions

**Construction**

Design				
Contract administration				
Project management: Contracts less than £2m in size				
Project management: Contracts greater than £2m in size				
Project co-ordination: Contracts less than £2m in size				
Project co-ordination: Contracts greater than £2m in size				
Cost estimation/QS				
CDM				
Building surveying				
Planning applications				

**Rural**

Estate agency				
Lettings				
Estate/property management				
Landlord & tenant advisory				
Investment & portfolio consultancy				
Valuations for lending purposes				
Valuations for non-lending purposes				
Auctioneering				
Sporting rights				

**Miscellaneous**

LPA receivership				
Rating				
Rent reviews				
Fine Art auctioneering				
Asbestos & hazardous materials surveys				
Energy performance certificates				
Residential land surveying				
Commercial land surveying				
Setting out				
Compulsory purchase				
Financial services				
Expert witness				
Other (please specify) <input style="width: 100px;" type="text"/>				
<b>Totals</b>				

Please state the five largest contracts awarded to the Firm where construction was completed within the last 12 months.

Start date	Approximate completion date	Description of contract	Total contract value	Fee	Extent of services to be provided

Please state the five largest contracts awarded to the Firm where construction is expected to start within the next 12 months.

Start date	Approximate completion date	Description of contract	Total contract value	Fee	Extent of services to be provided

**5. Survey and Valuation Work**

Are all employees who provide valuations under section 112 of the Red Book members of the RICS Valuer Registration scheme? Yes  No

Qualifications of Staff – Please provide the following information for all fee earners undertaking Survey and Valuation work (if insufficient space please list details on a separate sheet).

Full Name	Qualifications	Number of years survey & valuation experience	Number of years with this practice	Previous experience of this type of work (please state previous employment history where employed within last two years)

Work Radius:

Mile radius from office	Percentage of Surveys / Valuations
0-25 mile radius of office:	<input type="text"/> %
25-50 mile radius:	<input type="text"/> %
50+ mile radius:	<input type="text"/> %

If the practice regularly takes on work outside its immediate geographical area, especially outside a 25-mile radius of its office(s), what extra controls are in place to ensure sufficient knowledge of local values or other factors that may affect the value/condition of the property in question?

How many of the Firm's staff work from home?

Of these staff, what percentage of their work is carried out within a 25 mile radius of their home?  %

Where these staff carry out work outside a 25 mile radius of their home, what extra controls are in place to ensure sufficient knowledge of local values or other factors that may affect the value/condition of the property in question?

Please advise the geographical spread of your survey/valuations in the last three years.

Scotland	<input type="text"/> %	East Anglia	<input type="text"/> %
North West England	<input type="text"/> %	South West England	<input type="text"/> %
North East England	<input type="text"/> %	London/South East England	<input type="text"/> %
Midlands	<input type="text"/> %	Northern Ireland	<input type="text"/> %
Wales	<input type="text"/> %	Other (please specify)	<input type="text"/> %

Please state the surveying and valuing fees and total gross fees (for all work) for the five year period prior to last year.

	2nd year back	3rd year back	4th year back	5th year back	6th year back
Surveying and valuing – residential	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surveying and valuing – commercial	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total gross fees for all work	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please give details of the five highest residential valuations undertaken by the Firm in the last six years.

Location and description of property valued	Date of valuation	Value of Property	Purpose of valuation	Lender (if applicable)	Has there been a change in ownership or lender?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Please give details of the five largest commercial valuations which you have undertaken in the last six years.

Location and description of property valued	Date of valuation	Value of Property	Purpose of valuation	Lender (if applicable)	Has there been a change in ownership or lender?

Has the practice undertaken any valuation work in respect of the following during the last 12 months?:

Buy-to-let Properties	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Property Clubs	Yes <input type="checkbox"/>	No <input type="checkbox"/>
New build or conversions for Developers	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sub-prime products	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If 'Yes', please provide details in the table below

Valuations in respect of:	Percentage of Total Valuation Fee (%)	Number of Reports	Brief description of properties involved	Name of lender/s
Buy-to-let Properties				
On behalf of Property Clubs				
New build or conversions for Developers				
Sub-prime products				

Please provide details of the lenders for whom the practice has undertaken valuation work during the last six years and state the fee income for the last year.

Name of Lender	Fee Income	Name of Lender	Fee Income

Has the Proposer been removed from or refused admission to any lenders' panels? Yes  No

If 'Yes' please provide details below:

When undertaking re-mortgage or further advance valuations in what percentage of cases does the practice.

Re-inspect the property?  %

Undertake drive-by valuations?  %

Undertake desk-top valuations?  %

How does the practice control the firm's increased risk exposure resulting from drive-by or desk-top valuations and in what circumstances does the practice undertake them?

When asked to re-value a property for which you have previously provided a valuation, do you re-inspect the subject property?

Yes

No

If 'No' what is the maximum period for which you will deem your original valuation to be valid and would the expiry of this period automatically trigger a further inspection and a new updated valuation? (Please specify)

What, if any, internal Quality Assurance Standards are in place to confirm/support the accuracy of any valuation survey?  
Please advise nature and period of use.

Please describe the survey and valuation procedures the practice has in place for:

Monitoring the quality, accuracy and integrity of ALL surveys and valuations

Sign-off for large, complex, specialist and non standard property valuations

Peer review, validation and dual sign off

Visiting properties to spot check the quality and standard of work

Ensuring quality of reports with the use of specialist software or reporting systems (please name those used)

Recording on file the site notes, photographs, valuation evidence and calculation basis

Do you operate any form of manual or computer cross referral of valuations of similar/identical properties?

Yes

No

If 'Yes' please specify:

Do you currently, and have you in the past, abided by the RICS Manual of Valuation Guidance Notes and the Statement of Asset Valuation Practice issued by RICS in preparing valuations?

Yes

No

If 'No' please explain the circumstances in which the above is not abided by

**6. Associated Companies**

Does your Firm or any Partner have, or have they ever had, any association with, or financial interest in any other firm or organisation (other than a share or stockholder in a Publicly Quoted Company)?

Yes

No

If 'Yes' give full details of the nature of the association or interest together with the name and business of the firm or organisation.

Are you, for purposes of the Financial Services and Markets Act 2000, and Appointed Representative of any principal?

Yes

No

If 'Yes' please provide the name of your principal(s)

### 7. Consortiums / Joint Ventures

Is your Firm or any Partner a member of a consortium or joint venture or engaged with any other firm or person in a Single Project Partnership?

Yes

No

Has the Firm or any Partner previously been a member of a consortium or joint venture or engaged with any other firm or person in a Single Project Partnership?

Yes

No

(If the answer to either of the above is 'Yes' please give the names of other members/partners and their capacities in the consortium/joint venture)

**N.B. Special arrangements must be made with underwriters if coverage is required for work done whilst as a member of a consortium or joint venture. In such cases a copy of the consortium agreement will be required.**

### 8. Existing Insurance Arrangements

If the Firm currently has Professional Indemnity Insurance please provide the following details:

Name of Insurer(s)	<input type="text"/>
Name of Brokers	<input type="text"/>
Limit of Indemnity	<input type="text"/>
Excess(es)	<input type="text"/>
Retroactive Date	<input type="text"/>
Policy Expiry date	<input type="text"/>

### 9. Previous Applications for PII

Has an insurer ever:

Declined to insure this Firm or any Partner?

Yes

No

Imposed special terms?

Yes

No

Cancelled or voided insurance?

Yes

No

If any answer is 'Yes' please give full details

### 10. New Policy Arrangements

Please specify the limit of indemnity you require quotations for and level of excess you are prepared to carry. If you would like quotes for variable limits and various excesses please state below:

Limit(s) of Indemnity	<input type="text"/>
Excess	<input type="text"/>

If you have any specific requirements with regard to your Professional Indemnity Insurance please state these in the space provided below.

**11. Claims**

Please list, in respect of the Firm, its current Partners/Directors, retired Partners/Directors and/or Predecessors of the Firm, for the last 10 years:

All claims made against any of them

AND

All circumstances or events disclosed to Insurers

If none please check the box

None

**Please supply Insurer/Broker Claims Summary sheets where applicable**

Date	Claimant	Details of project and the alleged wrong doing	Amount of claim	Settlement amount and date	Defence cost	Quantum and/or Insurers' Reserve (if known)

**12. Claims Continued**

Are any of the Partners/Directors AFTER ENQUIRY with all staff and consultants aware of any circumstances or events, which may give rise to a claim against the Firm or its Predecessors?

Yes

No

If any answer is 'Yes' please give full details

**13. Significant Changes**

Has there been any significant change in your practice in the last year or do you expect any significant change in the coming year? If 'Yes' please explain on a separate sheet i.e. retiring Partners, ceasing practice, etc.

Yes

No

Is the practice planning any succession or merger with another practice within the next 12 months?

Yes

No

If 'Yes' please provide full details

Do you intend to diversify your work split (as declared in the Areas of Practice section), legal entity or location in the next 12 months?

Yes

No

If 'Yes' please provide full details.

**14. Other Material Information**

All material information must be disclosed as part of the proposal and before insurance commences. Material information includes any fact which we may reasonably wish to know in relation to our assessment of the risk, the exposure and in calculation of any appropriate premium. You must disclose all such information whether or not a specific question has been included in this application form.

Is there any other material information that may be relevant to this application?

Yes

No

If 'Yes' please explain below

## Declaration

The undersigned person declares that the above statements and particulars are true, to their best knowledge and belief, and have not suppressed or mis-stated any material facts.

Name of Director/Partner/Company Secretary

Date

Signature of Director/Partner/Company Secretary

Date

## IMPORTANT NOTICE – DUTY OF FAIR PRESENTATION

**The Insurance Act 2015 came in to force on 12th August 2016. Under this Act, you owe a duty of disclosure to the Insurer which includes your duty to make a fair presentation of the risk. A 'fair presentation' is one:**

- Which clearly discloses all material circumstances which the Insured's Senior Management (defined as those individuals who play significant roles in the making of decisions about how the Insured's activities are to be managed or organised), including persons responsible for the Insured's insurance, know or ought to know following a reasonable search or which is sufficient to make the Insurer ask questions about the risk. A circumstance is material if it would influence an Insurer's judgement in determining whether to take risk and, if so, on what terms. If you are in any doubt whether a circumstance is material we recommend that it should be disclosed:
- Which discloses information in a manner which is clear and accessible to a prudent insurer (ie no 'data dumping');
- In which every material representation as to a matter of fact is substantially correct and every material representation as to a matter of expectation or belief is made in good faith.

**Failure to disclose a material circumstance may entitle an Insurer to:**

- In some circumstances, avoid the policy from inception and in this event any claims under the policy would not be paid;
- Impose different terms on your cover, and / or
- Proportionately reduce the amount of any claim payable.

**This duty applies:**

- Before your cover is placed;
- When it is reviewed; and
- At any time that it is varied.

**Your policy wording may also provide that this duty continues for the duration of the policy.**

**You should contact us immediately for assistance if you are unsure whether information may be material, or if it comes to your attention that you may have not disclosed full and accurate information.**



**HERA INDEMNITY**

Broker at **LLOYD'S**

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