
Stamford Building Warranty Insurance

Existing Structures Renovation & Re-Clad

Project Notification Form (PNF)

Insurance Cover Provided

Building Warranty Insurance covers the cost to repair damage in renovated properties for 10 years from the date of practical completion of the project which has been caused by defective design, faulty materials or defective workmanship. In some cases cover is also provided for losses due to the failure of the builder to complete the project. The Policy is issued by Stamford Insurance acting as the Scheme Administrator on behalf of certain underwriters at Lloyd's of London. Our policies protect the owner and their tenants and can be assigned to subsequent owners on sale.

Builder / Developer Registration

A warranty can be issued where the Builder / Developer has been approved by Stamford. To become Stamford approved, please complete a Builder / Developer Registration Form. If the form is fully completed and submitted with all relevant up to date information, we would expect to confirm our decision within 10 working days.

Project Notification (to obtain quotation)

Once the Builder / Developer has been approved, a Project Notification Form should be completed for each project.

Duty of Disclosure

It is a basic principle of Insurance Law that when applying for insurance, you must disclose any material facts to the insurer and the answers you give must be true and complete. A fact is material if it would influence the insurer in deciding whether or not to accept an application for insurance and if so, on what terms. You cannot disclose information which you do not know and you do not have to disclose information:

- which diminishes the risk being considered by the insurer
- which is of common knowledge
- which the insurer knows or ought to know in the ordinary course of business
- where your duty to disclose is waived by the insurer

If you are in doubt about whether a fact is material or not, you should disclose it.

Privacy Statement

We are committed to safeguarding your privacy and the confidentiality of your information. We will only request information from you which is relevant to the insurance being applied for and will only disclose that information to the insurers and other professionals who are working with us, and who will be similarly bound in confidentiality.



Coverholder at

LLOYD'S

1. Person Notifying this Project

Contact Name	
Company Name	
Position	
Telephone Number	
Email	

2. Owner / Body Corporate / Developer

Contact Name	
Company Name	
Address	
Telephone Number	
Email	

3. Builder / Main Contractor

Contact Name	
Company Name	
Address	
Company Reg. Number	
Telephone Number	
Email	

4. Existing Structure

What was the previous use/s of the structure/s?
Please describe the existing structure and an outline of the project:

5. Project Finance / Interested Party

How is the project being funded?	
Lender Name (in full)	Mortgage Amount
Other Finance (provide details)	
Will all deposits be held in Trust Accounts?	Yes No

6. Project

Form of Contract				
Contractual Maintenance Period				
Project Name/ Address				
Total Project Cost incl. GST				
Total No. of Units		Total No. of Buildings		
Start Date		Anticipated Completion Date		
Resource Consent granted	Yes		No	
Completed drawings available (please attach)	Yes		No	

Stage reached				
No. of storeys above ground		No. of storeys below ground		
Does the project involve a basement, part-basement or tanking work?	Yes		No	
If yes, please give details:				

7. Building Inspection - who will be carrying out the Building Inspection?

Name of Consent Authority	
Telephone Numbers	
Email	

8. Construction Method

Foundation type (strip, piled, etc.)	
If piled, max length, method / type	
Frame / wall (stone, concrete, timber, steel, etc.)	
Cladding method	
Roof type (pitched, flat)	
Roof covering (tiled, felt, steel)	
Additional info.	

9. Ground Conditions

Ground Investigation Report? If yes, please attach a copy	Yes		No	
High water table / soft ground	Yes		No	
Peat mining	Yes		No	
Existing or felled trees / hedges on clay	Yes		No	
Landfill gas	Yes		No	
Sulphates / old foundations	Yes		No	
Made up ground / steep slopes	Yes		No	
Contaminated land	Yes		No	
Existing drains	Yes		No	

Further information may be requested in due course

10. Multiple Units: Housing Schedule - complete this question only if the project consists of more than one unit

Is the Project Phased?				Yes		No	
If yes, please provide details and a plan showing units / phasing							
	Reference	Start Date	Anticipated Completion	No. of Units	Type of Units	Build Cost incl. GST	
Phase 1							
Phase 2							
Phase 3							
Phase 4							
Phase 5							

11. Apartments - complete this question only if the project consists of (or includes) apartments

Does the project contain or have integrated within its design any:		
	Yes	Full specification details
Modular construction		
Prefabricated sections		
Pre-cast concrete / heavy panels		
Curtain walling		
Other innovative materials/ designs		

12. Professional Team

PROJECT MANAGER			
Contact			
Telephone Number		Website	
Address			
Email			

ARCHITECT			
Contact			
Telephone Number		Website	
Address			
Email			

STRUCTURAL Engineer			
Contact			
Telephone Number		Website	
Address			
Email			

GEO-TECH ENGINEER			
Contact			
Telephone Number		Website	
Address			
Email			

OTHER PROFESSIONAL			
Contact			
Telephone Number		Website	
Address			
Email			

13. Additional Insurances

Contract Works Insurance

It is a condition of our policy that insurance is in place to cover loss or damage to the property during construction, incl. materials brought onto the site for incorporation in the works. Please indicate if you need a quotation:	Yes		No	
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General and Statutory Liability Insurance

The Main Contractor and the Owner / Developer may be liable to third parties for personal injury or damage to their property. Please indicate if you need a quotation:	Yes		No	
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Claims Declaration (applicable to all sections for which insurance is required)

In the last 3 years have you had any claims, whether insured or not, which would have been covered under any of the policies being applied for here? If yes, please give details below:			Yes		No	
Date	Type of Claim	Brief description of the claim	Paid \$		Outstanding \$	

Provide any further information below:

Declaration by the Proposer

I/we declare to the best of my/our knowledge and belief, the information I/we have given is correct and complete in every detail and I/we have not withheld any material fact.

I/we understand that the signing of this form does not bind us to effect insurance under the Stamford Building Warranty for the Housing Scheme but agree that should the quotation be accepted, this proposal and the statements made herein shall form the basis of the contract between the Owner / Body Corporate Manager and the Underwriter.

For and on behalf of	
Signed	
Name	
Position	
Date	

CHECKLIST ✓

REPORTS	Attached	To Follow	Not Applicable
Geo-Tech			
Architectural Plans			
Structural Engineer			
Façade			
Other			