

Monthly Inquiry of Contracts and New Orders

Follow the Questions to Complete the Form

Check the Links for Further Assistance

This survey should be completed by main contractors only. If you do not work as a main contractor, have ceased trading or are not in the construction industry please attach a covering note to the survey and return to us.

Front Page Change of address or business name?	 Cross small box and amend in the space provided.
Inside Page No jobs over £25000? Column 2, Site address Column 3, Nature of work Column 4, Work type Column 5, Types of contract Column 6, Class Column 7, Duration Column 8, Total value of contract	 X the box at the top of the survey and go to the back page. Tell us the address of the job, including the nearest town. Click here for project description. Use one description for each project. Click here for Work types. Click here for Contract types. Click here for Class details. How long the project will take in months. Click here for Value details.

Column 9, Job extension	Tick yes if the project is an extension of an existing project with the same reference, tick no if project is separate.
Column 10, Fixed price	Tick yes if price is fixed, no where the price will vary e.g. material costs, labour.
Column 11, Client name	If the project is over £2 million please provide the Client name.

Please note when reporting framework agreements, term contracts or similar agreements of several years' duration that bundle together packages of work, please do not report the full value of a framework or bundle as soon as the agreement is signed.

Please report each successive order covered by the agreement when it is actually commissioned and its target cost agreed.

In the case of Early Contractor Involvement, work should be reported at the point where the notice to proceed to construction is issued.

Back Page (For Any Projects Under £25,000)	
Number of jobs under £25,000 and total value of these jobs	Enter the total number and total value of these projects/jobs.
First and last jobs	Enter the FIRST and LAST jobs under £25,000 Click here for Class details
Contact details	Please enter details of the person we should contact for any queries.
Declaration and signature	Sign and date the survey.

When you have completed the form please return in the envelope provided.

Nature of Work

Agriculture:

barns, stalls, stables, fencing, buildings for market gardening/horticulture, tile drainage, field drainage, fen drainage, ditching, but not houses on farms (which go under "housing") or farm sewers (which go under "drainage and sewerage").

Air:

airfields and airports, runways, hangars, buildings on airfields. Please state if the airfield is civil or military.

Coal Mining:

deep coal prospecting, deep shaft sinking, tunnelling, works and buildings at the pit-head used in the running of the pit; do not include open-cast mining.

Communications:

Post Offices, sorting offices, telephone exchanges, switching centres, cabling.

Drainage and Sewerage:

drainage for local authorities and water companies, draining works away from the building, sewage disposal works, farm sewers.

Electricity:

power stations, hydro-electric schemes, sub-stations, laying cables, putting up overhead lines.

Entertainments:

hotels, motels, guest houses, youth hostels, pubs, restaurants, motorway services, clubs, theatres, cinemas, studios, radio, television, swimming pools, sports grounds, sports and leisure centres, other recreational facilities.

Factories:

Include coke ovens, works, buildings connected with industrial processes, but not steel works.

Garages:

repair garages, petrol stations, transport workshops, bus depots, lorry depots, car parks, but not showrooms (which go under "shops").

Gas:

gasworks, mains, storage, pipelines.

Harbours and Waterways:

Include wharves, docks, piers, jetties, waterways, canals, sea walls, embankments, water defences.

Health:

hospitals, medical schools, clinics, health centres, nursing homes, nurseries, ambulance stations, but not industrial laboratories (which go under "factories").

Housing Improvements:

extensions, major alterations, conversions, improvements to existing houses, flats, maisonettes, cottages, but not repairs or maintenance.

Housing (New):

new houses, flats, maisonettes, married quarters, remand homes, vicarages; include roads and other services within housing developments.

Offices and Banks**Oil:**

refineries, distribution pipelines, concrete production platforms, but not steel production platforms.

Railways:

track, tunnels, bridges, stations, etc, for surface/underground railways.

Roads:

roads, motorways, road bridges and tunnels, footpaths, lighting, etc.

Schools & Colleges:

Include technical colleges.

Shops:

Include department stores, showrooms, permanent markets.

Steelworks**Universities:**

Include halls of residence and university research establishments.

Warehouses:

Include wholesale distribution centres.

Water:

reservoirs, dams, aqueducts, wells, conduits, waterworks, water mains, hydraulic works, but not hydro-electric dams (which go under "electricity").

Work Types

New

- Demolition
- Site preparation
- New Buildings

- Complete new structure behind older facade

R & A (Renovation and Alterations)

- Major alterations
- Refurbishments
- Renovations
- Extensions
- Structural alterations to existing buildings
- Installing double glazing
- Roofing work
- Renewal of individual rooms

Spec H (speculative housing)

- New housing which your firm hopes to sell later

Contract Types

DB (Design & Build)

Tick DB if your firm is going to design the project and then build it.

MC (Management Contract)

Tick MC if your firm is going to manage the project but use sub-contractors to do the building work.

For all other types of contracts, or if there is no contract, do not mark either box.

Class

PRIV (Private)

A Private Individual

A Private Organisation

A Private Developer

A Limited Company

PUB (Public)

A Public-Sector Organisation
(government department, local authority, nationalised industry, housing association, fair-rent association, co-ownership association).

If unsure if Public or Private put the client's name in Column 11 (inside pages).

SPEC (speculative)

If there is no customer at the moment but your firm hopes to sell later.

Value of Contract

Tell us

- The value of the work to the nearest whole pound.
- Include the value of any work which you are giving to sub-contractors.

- Do not include VAT, the value of the land owned or leased by your firm or architect/consultant fees.
- If the work is speculative housing, include only the value of houses whose foundations you started in the month.

Class (under £25 000)

PRIV (Private)

A Private Individual

A Private Organisation

A Private Developer

A Limited Company

PUB (Public)

A Public-Sector Organisation

(government department, local authority, nationalised industry, housing association, fair-rent association, co-ownership association).

If unsure if Public or Private put the client's name in Column 11 (inside pages).

SPEC (speculative)

If there is no customer at the moment but your firm hopes to sell later.