

Inquiry of Activity for Construction and Allied Trades

Follow the Questions to Complete the Form

Check the Links for Further Assistance

This survey should be completed by main contractors and subcontractors. If you do not complete the survey or if you enter zeros in all fields, we will return the survey to you for clarification. However, if your business is temporarily inactive, ceased trading or is not in the construction industry please complete section C5.

Front Page Change of address or business name?	 Cross small box and amend in the space provided.
Section A Details of business	 Please check the trade provided. If you do not think your business is in the construction industry or allied trades, please provide the correct trade at section A 22. Click here for a list of trades included in the survey.
Section B Manpower	 Number of people working at your business, click here for breakdown of manpower details.
Section C Value of work: estimates of amounts chargeable, excluding VAT. Grand total	 Value of work carried out during the quarter, Click here for more details . Total of parts 1,2 & 3.
Section D New Speculative housing	 Click here for a description of speculative housing.

<p>Section E</p> <p>Do you carry out new work?</p> <p>If yes, do you ever do this work as a main contractor ?</p> <p>Value of new work carried out as a main contractor</p>	<p>If yes tick box, if no go to section E.</p> <p>If yes tick box, if no go to section E.</p> <p>If you answer yes to both questions, please provide the value of this work for the period printed on the form.</p>
<p>Section F</p> <p>Contact details</p> <p>Declaration and signature</p>	<p>Please enter the details of the person we should contact for any queries.</p> <p>Please sign and date the form.</p>

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

Manpower

Include the number of people (aged 16 and over) who were employed on the date printed in Section B, whether full time or part time (including those absent for any reason).

1. Owners/Partners

Include:

- Self-employed owners;
- Self-employed managers;
- Self-employed partners;
- People who do not get a wage, salary, fee or commission.

If you are a labour-only sub-contractor or owner of the business you should enter yourself and any working partners in this section.

Do not include:

- Subcontractors;
- Company Directors who receive a definite wage, salary, fee or commission.

If there are no owners/partners enter zero on the form.

2. Administrative, Professional, Technical and Clerical Employees (APTC)

Include:

- Anybody (including trainees) employed by your firm (on PAYE) who does not do manual work;
- Directors who get a wage, salary, fee or commission;
- Managers, surveyors, supervisors, technical and design staff, draughtspersons, sales and office staff;
- Foremen who do not do manual work.

Do not include:

- Anybody already included in owners/partners.

If there are no APTC employees enter zero on the form.

3. Operatives (PAYE only)

Include:

- Manual workers, including trainees.

Do not include:

- Anybody already included in owners/partners or APTC.

If there are no Operatives enter zero on the form.

New Work / Housing / Non- Housing

Please include:

- Work in England, Scotland and Wales;
- Materials your firm used, labour costs, overheads, and profits;
- Work on buildings which you hope to sell later for profit (speculative work);
- Demolition and site preparation;
- Work done by your firm on its own business premises;
- Fixtures, equipment and tools your firm made and used in construction;
- Anything your firm supplied free to subcontractors.

Do not include:

- Work in Northern Ireland, the Channel Islands, Isle of Man or overseas;
- VAT;
- Payments your firm made to sub-contractors from other firms;
- Payments your firm made to labour only sub-contractors from other firms;
- Payments your firm made to consultants or architects from other firms;
- Fixtures, equipment and tools your firm made for sale;
- Materials your firm sold;
- Materials other firms supplied free to your firm;
- The value of the land.

Demolition contractors, scaffolders and plant hire firms (with operators) need only enter the total value of work in the grand total field (C4).

Please breakdown the value of work as follows:

C1. New Work

Value of all new work on housing and non-housing structures; including roads, sports facilities and car parks.

Include: any improvements, major alterations and extensions to non-housing structures.

Do not include: house/flat improvements.

If your firm did no work of this type enter zero on the form.

Note: Public sector clients include government departments, local authorities, and housing associations.
Private sector clients include private owners, private organisations or private developers.

C2. Housing – Repair, Maintenance and Improvements

- Repairs, maintenance, improvements to houses/flats, conversions, extensions, alterations, redecoration etc. on existing housing.

C3. Non Housing – Repair and Maintenance

- Repairs, maintenance, redecoration, etc. on existing buildings which are not housing, e.g. schools, offices, roads, shops.

New Speculative Housing

Insert the number of dwellings which you have started during the period shown or to the nearest 12 month period. Count premises as started when work starts on the foundations. If your business builds new flats or maisonettes, count the number of separate units or dwellings in the buildings, e.g. six flats in one building count as six dwellings.

Include:

- New housing which your firm hopes to sell a later, built without a contract on land which your firm (or subsidiaries) already owned or leased (**speculative housing**)
- new housing built under a **contract-to-build** (that is, when your firm sells a plot of land, and the buyer of the land contracts your firm to build new housing on the land)
- new housing built under a **contract-of-house-purchase** (that is, when your firm builds new housing for a buyer who is going to live there)

Do not include:

- new housing built under other types of contract for any other person or organisation, such as a property developer, a housing association or a local authority;
- Work undertaken as a subcontractor.

Annual Value of New Construction Work

If your firm ever does new construction work (including conversions, extensions, improvements and alterations) as a main contractor, a subcontractor to a firm outside the construction industry or speculatively (hoping that you will find customers later), put a cross in the YES box. Otherwise put a cross in the NO box.

Include:

The value of work carried out as a main contractor or subcontractor to clients outside the construction industry.

The value of work carried out on your/your firms own initiative.

Work which subcontractors did for your firm.

Work on management contracts, when your firm was the management

contractor.

Do Not Include:

Redecoration, repairs, maintenance.

Work you did as a subcontractor for another firm in the construction industry.

Work on management contracts when your firm was not the management contractor.

The cost of architects and consultants services.

The cost of land purchased.