

Annual Inquiry

Follow the Questions to Complete the Form

Check the Links for Further Assistance

This survey should be completed by main contractors and sub contractors. 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 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.
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 Do you carry out new work? If yes, do you ever do this work as a main contractor ? Value of new work carried out as a main contractor	 If yes tick box, if no go to section E. If yes tick box, if no go to section E. If you answer yes to both questions, please provide the value of this work for the period printed on the form.
Section D New Speculative Housing	 Click here for a description of speculative housing.

Section E Contact details	Please enter the details of the person we should contact for any queries.
Section F Declaration and signature	Please sign and date the form.

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 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 building, e.g. six flats in one building count as six dwellings.

Include:

- New housing which your firm hopes to sell 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.