

Quarterly 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 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 is not in the construction industry complete section B5. For a full list of trades from which we collect information, please [click here](#).

<p style="text-align: center;">Front Page</p> <p>Change of address or business name?</p>	<p>Cross small box and amend in the space provided.</p>
<p>Section A</p> <p>Manpower</p>	<p>Number of people working at your business, click here for breakdown of manpower details.</p>
<p>Section B</p> <p>Value of work: estimates of amounts chargeable, excluding VAT</p> <p>Grand total</p>	<p>Value of work carried out during the quarter, Click here for more details .</p> <p>Total of parts 1,2 & 3</p>
<p>Section C</p> <p>Contact details</p> <p>Declaration and signature</p>	<p>Please enter the details of the person we need to contact for any queries.</p> <p>Sign and date the form.</p>

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

Manpower

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 working proprietors or APTC.

If there are no Operatives enter zero on the form.

Value of Work

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 (B4).

Please breakdown the value of construction work as follows:

B1. New Work

Value of all new construction work of 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.

B2. Housing – Repair, Maintenance and Improvements

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

URN: 07/610

B 3. Non Housing - Repair and Maintenance

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