

Select for Local Councils Proposal Form

! Please provide a full answer to every question. Where there is insufficient space to answer a question please enclose additional sheets.
Please note that the completion and submission of this form does not bind you or us to enter into a contract of insurance.

Please note that the completion and submission of this form does not bind you or us to enter into a contract of insurance. In order to minimise the need for further clarification please answer all questions fully.

You understand that you must make a fair presentation of the risk to us when completing this form and at inception, renewal and whenever you request changes to your policy. This means that you must tell us about all facts and circumstances which may be material to the risks covered by the policy in a clear and accessible manner and must not misrepresent any material facts. A material fact is one which would influence our acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interest to disclose them.

If you do not make a fair presentation of the risk the policy may be avoided, written on different terms or a higher premium may be charged, depending on the circumstances of the failure to present the risk fairly.

Cover requirements

The Community First insurance scheme for Parish Councils offers two package covers (with optional extensions to each package only), the details of which are listed below. Please read through the information on both options and select the insurance option you wish to use as the basis for your insurance policy.

Cover details	Package option 1	Please tick required optional covers <small>(please note these optional covers can only be selected if you are choosing 'Package option 1')</small>	Package option 2	Please tick required optional covers <small>(please note these optional covers can only be selected if you are choosing 'Package option 2')</small>
Buildings	Optional		Optional	
Office Contents for items kept within the clerk's home	£2,500		£5,000	
Cover for Playground Equipment/Skateparks/Playing fields, etc.	Optional		Optional	
Street Furniture cover for benches, bins, etc.	Optional		Optional	
All Risks for items taken out of the buildings	Optional		Optional	
Loss of Revenue for cover for re-instatement of data	£500		£1,000	
Employers' Liability for injury to paid employees. Cover for the clerk and clerical employees included automatically, with options to include manual employees	£10,000,000		£10,000,000	
Public Liability for injury or damage to third parties, volunteers or their property	£10,000,000		£10,000,000	
Hirers' Liability for insurance for groups hiring the premises (where fee income is under £5,000 p.a.)	£2,000,000		£2,000,000	
Money various limits noted below				
Non-negotiable	£250,000		£250,000	
Transit	£2,000		£5,000	
Private Residence	£100		£250	
Premises	£2,000		£5,000	
Locked Safe/Strongroom	£2,000		£5,000	
Locked Receptacles	£100		£250	

Cover requirements (continued)

Cover details	Package option 1	Please tick required optional covers <small>(please note these optional covers can only be selected if you are choosing 'Package option 1')</small>	Package option 2	Please tick required optional covers <small>(please note these optional covers can only be selected if you are choosing 'Package option 2')</small>
Employee Dishonesty to cover for fraudulent acts of committee members or employees	£25,000		£50,000	
Libel and Slander for cover against accusations of defamation	£250,000		£500,000	
Personal Accident to cover committee members for injuries sustained which are not as a result of your negligence	£25,000 capital sum, £100 per week		£50,000 capital sum, £250 per week	
Legal Expenses cover for a range of legal costs	£100,000		£100,000	

General questions

Name _____

Primary contact name _____

Contact telephone number _____

Contact email address _____

Correspondence address _____

Total annual income £ _____

Your employees and volunteers

Wages and salaries	Number	Salary bill
Admin/clerical		£
Non-clerical		£
Manual		
No. of full time manual workers		£
No. of part time manual workers		£
Other – please specify		£

Number of Trustees _____

Your activities

Buildings insurance

Complete this section only if you require cover for any Parish Council buildings.

Risk/property address

Postcode

Building Sum Insured

Is the building standard construction (brick, stone, slate or tile)?

If the building is non-standard construction, please provide the percentage of the building that is non-standard.

%

Have you had any incidences of subsidence, landslip or heave?

Yes No

Contents Insurance

Please confirm the value (as new) of the Contents, which are items kept within the buildings such as tables, chairs, computers, indoor equipment, etc.:

Main building £

Outbuilding 1 (if applicable) £

Outbuilding 2 (if applicable) £

Please confirm details of the items which are temporarily taken out of the premises (such as sports equipment, trophies, etc.) or items which are permanently kept outside of the buildings (such as outdoor play equipment) if any:

Description of items

Value

£

£

£

£

£

Do you have any ride-on mowers, forklift trucks or other motorised vehicles which are not licensed for road use or road registered?

Yes No

If so, please provide details and value:

£

£

£

N.B. Please note that equipment which is licensed or registered for road use must have valid Motor insurance cover. This can be provided under a separate policy by speaking to your Community First representative.

Playground equipment

If you are responsible for play equipment in children's playgrounds, please indicate the number of items you are responsible for e.g. one roundabout and one see-saw would be 'two' items.

Skatepark/BMX tracks

If you are responsible for any skateparks or BMX tracks, please indicate the number of items you are responsible for e.g. one half pipe and one rail would be 'two' items.

Street Furniture

Only complete this section if you require cover for Street furniture such as war memorials, benches, signs, notice boards, walls, bins, etc. Cover is available for impact of vehicle or animal only, or cover for All Risks.

Type of property (e.g. bus shelter)	Location of property (e.g. high street)	Impact Only or All Risks	Replacement value
			£
			£
			£
			£
			£
			£

Claims history

Please give details of all previous claims made whether settled or outstanding:

Description of claim	Value
	£
	£
	£
	£
	£

Data protection statement

Zurich takes the privacy and security of your personal information seriously. We collect, use and share your personal information so that we can provide policies and services that meet your insurance needs, in accordance with applicable data protection laws.

The type of personal information we will collect includes: basic personal information (i.e. name, address and date of birth), occupation and financial details, health and family information, claims and convictions information and where you have requested other individuals be included in the arrangement, personal information about those individuals.

We and our selected third parties will only collect and use personal information (i) where the processing is necessary in connection with providing a quotation and/or contract of insurance; (ii) to meet our legal or regulatory obligations; (iii) where you have provided the appropriate consent; (iv) for our 'legitimate interests'.

It is in our legitimate interests to collect personal information as it provides us with the information that we need to provide our services more effectively including providing information about our products and services. We will always ensure that we keep the amount of information collected and the extent of any processing to the absolute minimum to meet this legitimate interest.

A full copy of our data protection statement can be viewed via www.zurich.co.uk/dataprotection

How you can contact us?

If you have any questions or queries about how we use your data, or require a paper copy of the statement, you can contact us via gbz.general.data.protection@uk.zurich.com or alternatively contact our Data Protection Officer at Zurich Insurance, Unity Place, 1 Carfax Close, Swindon, SN1 1AP.

Declaration

I/we declare that the statement and particulars in this proposal are true and complete. I/we have made a fair presentation of the risk and have not misrepresented or suppressed any material facts after full enquiry of relevant parties inside and outside my/our organisation. I/we agree to the contract of insurance being prepared using the information I/we have supplied in this form, along with any associated information I/we have supplied.

I/we shall inform you of any material alteration to those facts and/or the information supplied before completion of the contract of insurance.

Signed

Date

D	D	M	M	Y	Y	Y	Y
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Name _____

Capacity _____

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