

SECTION 1 CONTACT DETAILS

Name of Council		<input type="text"/>	
Title	<input type="text"/>	Contact name	<input type="text"/>
Correspondence Address		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		Postcode	<input type="text"/>
Telephone number	<input type="text"/>	E-mail address	<input type="text"/>

SECTION 2 COUNCIL DETAILS

Total Annual Income (inc precept)	£ <input type="text"/>	Estimated Population	<input type="text"/>
Number of Volunteers	<input type="text"/>		
Number of Manual Employees	<input type="text"/>	Number of Clerical Employees <small>Including Councillors</small>	<input type="text"/>
Annual Wage Roll (manual)	£ <input type="text"/>	Annual Wage Roll (clerical)	£ <input type="text"/>
What is your Employer Reference Number? (if you have one)			<input type="text"/>
Total Value of Assets (if over £2.5 million)			£ <input type="text"/>

SECTION 3 LOCATIONS

	Address & Postcode	Use of Premises (e.g. pavilion, toilet block, bus shelter etc)		
1)	<input type="text"/>	<input type="text"/>	Building Sum Insured	£ <input type="text"/>
			Contents Sum Insured	£ <input type="text"/>
			Computers/ Electronics	£ <input type="text"/>
			Stock	£ <input type="text"/>
2)	<input type="text"/>	<input type="text"/>	Building Sum Insured	£ <input type="text"/>
			Contents Sum Insured	£ <input type="text"/>
			Computers/ Electronics	£ <input type="text"/>
			Stock	£ <input type="text"/>
3)	<input type="text"/>	<input type="text"/>	Building Sum Insured	£ <input type="text"/>
			Contents Sum Insured	£ <input type="text"/>
			Computers/ Electronics	£ <input type="text"/>
			Stock	£ <input type="text"/>

If you have more than 3 locations, then please provide details separately

SECTION 3 LOCATIONS (continued)

Are the Buildings of Standard Construction?

i.e. Brick or Stone Walls & Slate or Tile Roof, with a flat roof of no more than 20% of the total roof area.

Yes No

a) Is there any History of Subsidence at any of the Premises?

Yes No

b) Is there any History of Flooding at any of the Premises?

Yes No

c) Are any of the Buildings Listed?

Yes No

If you have answered Yes to points a, b or c or if your premises are of non-standard construction, please provide details overleaf.

SECTION 4 PROPERTY IN THE OPEN

Number of Playgrounds

Value of Playground Equipment

£

Number of Skate Parks / BMX Tracks

Value of Skate Parks / BMX Tracks

£

Surfaces and Car Parks - Cover included for Liability only.

If you require cover for damage, please confirm the sum insured or area

Value of War Memorials or Historic Monuments

£

Value of Street Furniture

£

Value of Bus Stops

£

Items used away from the premises – please provide further details overleaf

e.g. Defibrillators, Portable devices, Regalia, Outdoor maintenance machinery

£

Please attach a copy of your asset register if you have one available

SECTION 5 ADDITIONAL COVER

Please tick the boxes below should you require any of our optional covers

Goods in Transit cover

Yes No

Key Person cover

Yes No

Motor Policy Compensation

Yes No

Terrorism Cover

Yes No

Personal Accident cover for Officials

Yes No

Are you responsible for any roads or waterways?

If so please provide details overleaf

Yes No

Are you responsible for any Firework or Bonfire events? If yes, how many per annum?

The policy automatically includes the following cover, if a higher limit is required, please provide details.

- Contents - £5,000
- Money - £3,000
- Personal Assault £10,000
- Book Debts £50,000
- Hirers' Liability £2million
- Loss of income for the annual income declared with an indemnity limit of 12 months

- Public/Products Liability £10million
- Employers Liability £10million
- Official's Indemnity £250,000
- Fidelity Guarantee £100,000
- Legal Expenses £100,000
- Libel & Slander
- Glass, Blinds, Signs

SECTION 6 ACCEPTED RESPONSIBILITIES

- Allotments
- Burial Grounds, Cemeteries, Churchyards & Crematoria
- Bus Shelters
- Bye-Laws - power to make bye-laws concerning swimming pools, cycle parks, mortuaries & pleasure grounds
- Clocks – public clocks provided must be maintained
- Community Centres, Conference Centres, Halls & Public Buildings
- Drainage – of ditches & ponds
- Entertainment & the Arts
- Footpaths
- General Spending – on anything deemed to benefit the community not covered by other specified responsibilities
- Gifts
- Highways – lighting, parking places, right to enter into discussions on new roads and road widening, consent to divert or discontinue highway, traffic signs & other notices, tree planting & verge maintenance
- Land – acquisition & sale of
- Legal Proceedings – power to prosecute & defend any legal proceedings in the interests of the community, power to take part in any public enquiry
- Litter – provision of litter bins & support anti-litter campaigns
- Planning – to be notified of & display for residents any planning applications for the area. Any comments submitted to the planning authority by the parish council must be taken into account
- Public conveniences – provision & maintenance of public toilets
- Recreation – provision of recreation grounds, public walkways, pleasure grounds, open spaces, village greens, playing fields & boating ponds (excluding playgrounds unless requested)
- Rights of Way – footpath & bridleway maintenance
- Public Seats
- Signs – danger signs, place names & bus stop signs
- Tourism – financial contributions to any local tourist organisations allowed
- Traffic Calming
- War Memorials
- Water Supply – power to utilise stream, well or spring water & provide facilities for general use.

Please provide details of any responsibilities you undertake which are not listed above

SECTION 7 PREVIOUS INSURANCE

Present Insurer

Approximate premium

£

Renewal date

Have there been any claims or incidents within the last 5 years?

Yes

No

If so, please provide details, dates and approximate costs of any incidents

Please use this box, where appropriate, to elaborate on construction details, claims, the bankruptcy or criminal conviction of any official or anything else which may be unusual about your organisation or operations.

Please send this form to Norris & Fisher and a quotation will be provided as soon as possible.



www.norrisandfisher.com
www.localcouncilinsurance.com

Norris & Fisher (Insurance Brokers) Ltd are authorised and regulated by the Financial Conduct Authority.
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