

CHURCH/CHURCH FELLOWSHIP QUESTIONNAIRE

Please use BLOCK CAPITALS and, where applicable, answer the questions by putting a [] in the square adjoining the correct answer. If you [] any of the shaded boxes please provide details.

PROPOSER'S DETAILS (Please state full legal entity)

Name of church including, where appropriate, the Committee/Trustees for the Time Being etc.

Denomination

Address of church or premises

Postcode

Name and address for correspondence

Postcode

Telephone numbers

Church

Daytime

Other contact details

Fax

E-mail address

Period of Insurance

From

To

How long have you occupied these premises? nths

The number of members in your church up to: 100 50 0 If 500, state number

GENERAL DETAILS

If you [] any of the shaded boxes please provide details

If you do not own the buildings, are the premises you use for the main service:-

(a) a school (b) a community hall other please describe

Are the buildings (including any church hall and outbuildings):

- | | | |
|--|------------------------------|-----------------------------|
| (a) built with walls of brick/stone/concrete? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (b) roofed with slate/tiles/concrete? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (c) in an area free from flooding or where no flooding has occurred? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (d) in a good state of repair and will be so maintained? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (e) currently undergoing alterations, renovations or repair beyond that of normal upkeep and maintenance work? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Are the premises or any part of them:

- (a) used solely for church activities and not for any business or commercial purpose? Yes No
- (b) unoccupied and not in use? Yes No
- (c) occupied for carrying out any process of manufacture or repair or where any power driven machinery is used? Yes No

Apart from the normal church meetings are there any unusual or 'one off' events or activities that are planned or are held on a regular or annual basis

Yes No

Do you supply or sell any goods or commodities apart from food, beverages and literature?

Yes No

Do you loan, hire or rent your premises to any other organisations, groups or individuals?

Yes No

If YES, do you check with them that they have public liability insurance cover in force against their liability to you?

Yes No

Are any additional interests such as Bank, Mortgagee to be noted on the policy?

Yes No

If YES, state name, address and reference number

Do you have a written child protection policy in force?

Yes No

If NO, please detail the child safety measures undertaken by the church

Do you know of any other facts or circumstances which might reasonably influence our decision whether or not to accept the risk proposed or our rating or terms of acceptance?

Yes No

RISK HISTORY DETAILS

If you [/] any of the shaded boxes please provide details

When was your church established?

During the last 5 years has the name changed or has there been any amalgamation or merger with another church?

Yes No

If YES, provide details

Are you now or have you previously been insured against any of the risks proposed?

Yes No

If YES, state the:

- (a) name of insurer
- (b) policy number
- (c) expiry date of policy
- (d) expiry date of long term undertaking (or if not applicable state 'none')

Has any insurer:

- (a) declined a proposal, cancelled or refused to renew a policy?
- (b) increased the premium on renewal, imposed special conditions or requested extra precautions to be taken (e.g. safety, security or fire requirements)?

Yes No

Yes No

To your knowledge, have you or any church official or trustee been:

- (a) convicted or charged with, or received a caution for any criminal offence other than motoring offences?
- (b) declared bankrupt or had any unsatisfied County Court Judgement?

Yes No

Yes No

Have you sustained loss or damage or incurred any liability caused by any of the risks to be insured within the last 3 years?

Yes No

If YES, provide details including dates, circumstances and costs etc.

COVER REQUIRED

If you [/] any of the shaded boxes please provide details

Yes No

A. Church Fellowship

OFFICE CONTENTS Do you require cover?

If YES, type of cover required:

Standard

Standard plus accidental damage

COVER UNDER THIS SECTION IS INTENDED FOR A SEPARATE OFFICE OR ROOM SOLELY USED BY THE CHURCH TO CARRY OUT ADMINISTRATION WORK AND WHICH MAYBE LOCATED AT A DIFFERENT ADDRESS TO THE PREMISES USED FOR THE MAIN SERVICE.

Office premises address

Postcode

The sum insured should represent the full cost of replacement as new apart from stock in trade which should be based on the cost price.

"For documents the sum insured should represent the cost of materials and stationery only. Do not include in the sum insured items specified on the All Risks section.

Tenants improvements and decorations

£

Electronic business machines, computers and ancillary equipment including software

£

Stock (description e.g. literature, promotional stock etc.)

£

All other contents (including furniture, fixtures, fittings, plant, documents* and appliances for which you are responsible) £

Are the office premises (including any outbuildings):

- | | | |
|--|-----|----|
| (a) built of brick/stone/concrete and roofed with slate/tiles/metal/concrete? | Yes | No |
| (b) self contained with a lockable entrance door and occupied solely by you for office purposes? | Yes | No |
| (c) in an area free from flooding or where no flooding has occurred? | Yes | No |
| (d) In a good state of repair and will be so maintained? | Yes | No |
| (e) left unoccupied for long periods (30 days or more)? | Yes | No |
| (f) protected by a burglar alarm system? | Yes | No |

If YES, (i) is it maintained and serviced under contract by a NACOSS approved installer?

Yes No

(ii) has the system got a Redcare central station connection?

Yes No

(g) access doors fitted with 5 lever mortise deadlocks to BS3621 standard?

Yes No

(h) ground floor opening windows and other opening windows accessible from the outside fitted with:

- | | | |
|---|-----|----|
| (i) key operated window locks? | Yes | No |
| (ii) internal or external grilles/metal bars/roller shutters? | Yes | No |

B. Church

BUILDINGS Do you require cover?

Yes No

Buildings include bells and clocks, external lighting, floodlighting and fixed security equipment, fixtures and fittings (other than fixed pews, pulpits, pipe organs, fonts, screens and panelling), walls, gates, fences, lychgates, notice boards, fixed garden seating and outbuildings, paths, drives, car parks and other paved or hardstanding areas, fixed plain plate or plain sheet glass (including coloured, painted, engraved or stained glass windows up to £10,000).

The sum insured should be based on the cost of rebuilding as new including an amount to cover debris removal, architects' and surveyors' fees and an allowance for VAT if applicable.

If YES, the type of cover required:		Standard <input type="checkbox"/>	Standard plus accidental damage <input type="checkbox"/>
The church (excluding pipe organ and fixed contents)	£	<input type="text"/>	<input type="text"/>
Church hall	£	<input type="text"/>	<input type="text"/>
Portacabin	£	<input type="text"/>	<input type="text"/>
Other outbuildings	£	<input type="text"/>	<input type="text"/>

State the sum insured if a higher limit is required for:

(a) stained, coloured, painted or engraved glass (automatically covered up to £10,000)	£	<input type="text"/>
(b) theft of external metalwork (automatically covered up to £25,000)	£	<input type="text"/>

CONTENTS Do you require cover?

Yes No

Contents include fixed pews, pulpits, pipe organs, fonts, screens and panelling, movable furniture, furnishings, musical instruments and all other movable contents, any one picture, work of art, item of precious metal, manuscript or book up to £2,500, documents up to £5,000 for the cost of materials and stationery all belonging to you or for which you are responsible.

The sum insured should represent the full cost of replacement as new. Do not include items specified on the All Risks section.

If YES, type of cover required:		Standard <input type="checkbox"/>	Standard plus accidental damage <input type="checkbox"/>
Pipe organ (including its machinery)	£	<input type="text"/>	<input type="text"/>
Fixed contents (pews, screens, pulpits, fonts, panelling etc.)	£	<input type="text"/>	<input type="text"/>
High risk contents (computer, audio, video and public address equipment)	£	<input type="text"/>	<input type="text"/>

Antiques, works of art, pictures, manuscripts, books, silver plate etc.
(any item over £2,500 must be specified below and if available please enclose a valuation)

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

All other contents (excluding any contents included above):

(a) in church hall, portacabin or other outbuildings	£	<input type="text"/>
(b) in church	£	<input type="text"/>

OPTIONAL COVERS REQUIRED

If you [/] any of the shaded boxes please provide details

ALL RISKS Do you require cover?

Yes No

If YES, [/] as required (use an additional sheet if needed)

British Isles World-wide Premises Description (make/model/serial numbers where applicable)

Sum insured for unspecified church property (excludes money and documents)

Any one article limit required:

(a) £500 minimum sum insured £1,000

(b) £750 minimum sum insured £2,000

(c) £1,000 minimum sum insured £3,000

LOSS OF INCOME Do you require cover beyond the standard limit?

Yes No

If YES, state the sum insured required (based on a 24 month indemnity period)

EMPLOYERS/PUBLIC LIABILITY Do you require cover for the following activities?

1. Persons training under a Work Experience Scheme or similar scheme?

Yes No

If YES, state the nature of work undertaken and number involved

2. After school care, nursery school or playgroup organised and run by the church?

Yes No

If YES, state:

After school care

Nursery school

Playgroup

(a) maximum number of hours a week

(b) maximum permitted number of children

(c) number of employees

(d) number of volunteers

3. Work or services provided to the community e.g.

Yes No

gardening, cleaning, shopping etc?

If YES, state:

(a) full list of services offered

(b) maximum number of volunteers:

in pool

any one time

(c) total number of man hours spent on this work per week

HEATING INSTALLATION, ELECTRICAL & MECHANICAL PLANT Do you require cover?

Yes No

If YES, state description of boilers, electrical plant etc. and sum insured

TRUSTEES INDEMNITY Do you require cover?

Yes No

Does the trust deed, constitution or charter of your church allow you to provide Trustees Indemnity insurance for your church trustees or officers?

Yes No

If YES, state indemnity limit required:

(a) £100,000

(b) £250,000

After enquiry, is the church or any present Trustee aware of any circumstance or incident where there is any reason to suppose a future claim might result?

Yes No

if YES, provide details

TERRORISM Do you wish to purchase Terrorism damage cover?

Yes No

IMPORTANT NOTES

Failure to disclose all material facts, which are facts that might influence the acceptance or assessment of the proposal, may render the policy voidable by us. If you are in any doubt whether certain facts are material, these should be disclosed.

A copy of this proposal will be supplied by us on request within 3 months of its completion.

You should keep a record (including copies of letters) of all information supplied to us for the purposes of entering into this contract of insurance.

English Law will apply unless expressly agreed otherwise.

DECLARATION

I/We declare that the above proposal together with this declaration shall be the basis of the contract between me/us and Ansvar and that to my/our knowledge and belief the above particulars are true and complete in every respect and that no material fact has been suppressed or withheld. If the above statements and particulars are in the handwriting of any person other than the undersigned such person shall be deemed to be my/our Agent for the purpose of completing this form.

Signature

Name

Position in church

Date

LONG TERM UNDERTAKING

In exchange for a premium discount do you want to enter into a Long Term Undertaking? Yes

No

If YES, complete and sign the following:

Length of Long Term Undertaking required 3 years 5 years

In consideration of the Company agreeing to allow a discount off the premium, I/we hereby undertake from to offer annually for years the insurance on the terms and conditions in force at the expiry of each period of insurance and to pay the premium annually in advance (or by instalments) it being understood that:

- (a) the Company shall be under no obligation to accept an offer made in accordance with this undertaking
- (b) the sum insured may be reduced at any time to correspond with any reduction in value.

This undertaking shall apply to any policy which may be issued by the Company in substitution for this policy and the same discount shall be allowed off the premium on the substituted policy.

Signature

Date

NOTES

A premium discount will be given if the church agrees to continue the policy with for 3 or 5 consecutive years. Some points to note in respect of a long term undertaking:

- It is a legally binding contract between the church and the insurer. In the event there is no material change in the risk and the insurer increases the rating or imposes more onerous terms at renewal, they will have broken the contract.
- If renewal is offered at the same terms or lower rating then the contract is not broken and the church must offer to renew the policy.
- Should there be a material change in the risk, insurers will negotiate with you about continuing the long term undertaking with any revised terms.
- If you approach any other insurer to quote for any part of the cover provided by the existing insurer, you must tell them about the existence of the long term undertaking.

PLEASE USE THIS SPACE FOR ADDITIONAL INFORMATION