

# CHURCH FELLOWSHIP PROPOSAL FORM



**Ansvar Insurance Company Limited**  
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Eastbourne, East Sussex, BN21 3UR  
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Agent   
Agent No.  Agency Ref.   
Quote Ref./Policy no.

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 the full legal entity)

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

Denomination

Premises used for the main service

Postcode

Is the church the sole user of these premises?

Yes  No

If YES, please obtain our Church Connect proposal form to complete

Name and address for correspondence

Postcode

Telephone numbers

Church

Daytime

Other contact numbers

Fax

E-mail address

Period of Insurance

From

To

How long have you used these premises?  Years/Months

Do you have any other policies with Ansvar?

Yes  No

If YES, provide details

The number of members in your church up to: 100  250  500  If over 500, state number

Please indicate if you would like details of the following:

Christian Book/Coffeeshop  Charity Shops  Church Minibus  Home Connect

## GENERAL DETAILS

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

Are the premises (which are used for the main service):

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

Are the buildings (in the part of the premises you use):

- (a) built with walls of brick/stone/concrete and roofed with slate/tiles/concrete? Yes  No
- (b) protected by a burglar alarm? Yes  No
- If YES, is it connected to a police alarm or alarm company central station? Unsure  Yes  No

Apart from normal church meetings, are there any unusual or 'one-off' events or activities that are planned or which 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

Are any additional interests such as Bank 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

When was your church established?

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

Has any insurer:

- (a) declined a proposal, cancelled or refused to renew a policy? Yes  No
- (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

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? Yes  No
- (b) declared bankrupt or had any unsatisfied County Court Judgement? 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.

**OPTIONAL COVER REQUIRED**

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

**OFFICE CONTENTS** Do you require cover? Yes  No

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 MAY BE LOCATED AT A DIFFERENT ADDRESS.

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

**ALL RISKS** Do you require cover? Yes  No

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

British Isles	World-wide	Description (make/model/serial numbers where applicable)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	£ <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	£ <input type="text"/>
<input type="checkbox"/>		Sum insured for unspecified church property (excludes money and documents)	£ <input type="text"/>
Any one article limit required:			
(a) £250 <input type="checkbox"/> (minimum sum insured £1,000)			
(b) £500 <input type="checkbox"/> (minimum sum insured £2,000)			
*articles over the individual sum insured limit are not insured unless separately insured			

- Is the property to be insured kept:
- (a) at the premises used for the main service? Yes  No
  - If YES, is it all stored in a locked room(s) or locked cupboard(s)? Yes  No
  - (b) in the church office (as detailed under 'Office Contents')? Yes  No
  - (c) in the homes of church members? Yes  No
  - (d) elsewhere e.g. in a lock-up garage, outbuilding, trailer etc.? Yes  No

If you [✓] any of the shaded boxes please advise the location and the security details (use separate sheet if needed)

**PERSONAL ACCIDENT** Do you require cover beyond the standard limits? Yes  No

- If YES, for age 16 to 75 inclusive [✓] benefits required:
- (a) capital sum for death, loss of limbs, eyes, speech or hearing £20,000
  - (b) weekly benefit for temporary total disablement £75  £100

The following sporting activities are specifically excluded from the Personal Accident Section:  
abseiling, aqua-lung diving, elastic rope sports or activities, flying (except as a fare-paying passenger), hang-gliding, hunting, motor-cycling, mountaineering, cliff or rock climbing, martial arts, boxing, wrestling, football, rugby, parachuting, polo, pot-holing, professional sport of any kind, racing (except on foot), water ski-ing, winter sports.

## OPTIONAL COVER REQUIRED (Continued)

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

**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? Yes  No

Persons training under a Work Experience Scheme or similar scheme? Yes  No

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

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

Work or services provided to the community e.g. gardening, cleaning, shopping etc? Yes  No

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

**TERRORISM** Do you wish to purchase Terrorism damage cover? Yes  No

## IMPORTANT NOTES

- Our liability does not commence until this proposal has been accepted.
- We reserve the right to ask for special terms or decline this proposal.
- 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.
- A copy of the usual policy form issued for this class of business is available on request.
- English Law will apply unless expressly agreed otherwise.
- We may write to you or your insurance agent with details of other products and services available from Ansvr that we think may be of interest to you. However, if you do not wish to receive any marketing from us please tick this box.
- Insurers pass the information to the Claims and Underwriting Exchange register, run by Insurance Database Services (IDS Ltd). The aim is to help us to check information provided and also to prevent fraudulent claims. When we deal with your request for insurance, we may search the register. When you tell us about an incident (such as fire, water damage or theft) which may or may not give rise to a claim, we will pass information relating to it to the register. You can ask us for more information about this. You should show this notice to anyone who has an interest in property insured under the policy.
- **Data Protection Act - Use of your information**  
For the purpose of the Data Protection Act 1998 the data controller in relation to the information you supply for this insurance is Ansvr, part of the Ecclesiastical Insurance Group. As a data subject you have the right under the Act to ask your Data Controller for a copy of personal data you have supplied and ask for inaccurate data to be corrected. Information you supply is used for purposes of administration by the insurer and its agents, by re-insurers and your intermediary. It may also be made available to regulators and ombudsmen as necessary. In deciding whether to offer insurance, its terms or assessing claims made, insurers may undertake checks against publicly available information such as electoral roll, county court judgements, bankruptcy or repossessions. Information may also be shared with other insurers either directly or via those acting for the insurer such as loss adjusters or investigators.

## DECLARATION

I/We declare that the above proposal together with this declaration shall be the basis of the contract between me/us and Ansvr 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 business/organisation

Date

## PLEASE USE THIS SPACE FOR ADDITIONAL INFORMATION