

Renewal Declaration

Insurance For Archaeologists



FORM COMPLETION NOTES

NB. Please ensure that you have read the following notes for all sections before completing the form

1. Anybody who feels that their requirements are not fully met by the policy (see policy summary enclosed) and the questionnaire, or who requires cover for an excluded activity, should complete this form, and then attach a letter explaining any specific problems or additional details. Further information or revised quotes will then be provided, and premiums adjusted as necessary. **The form and any other enquiries should be addressed to John Brady or Tariq Mian at Towergate Risk Solutions Fareham** (Towergate Risk Solutions Fareham is a trading name of Towergate Underwriting Group Limited which is authorised and regulated by the Financial Services Authority)
2. The Insurers have stressed the importance of all declarations being factually correct. Understatement or non-disclosure could result in a claim being invalidated
3. Forms must be returned at least 25 days before the renewal date to enable us to get renewal terms to you in good time
4. Please continue any answers or additional information on a separate sheet if necessary
5. Please only complete those sections which are relevant to your requirements
6. Fidelity Guarantee Insurance & Legal Expenses Insurance are additional covers available this year. Please contact us if you would like a quote to include these covers.

Insured's Name: _____

Insured's Contact Address: _____

_____ **Post Code** _____

Telephone No _____ **Fax No** _____

Email _____

Renewal/Effective Date of Cover: _____

Section A – Public /Products Liability

Limit of Indemnity: £2,000,000
(Please choose) £5,000,000
 £10,000,000

Turnover: £ _____ (Last financial year)

Or Number of Members: _____ (if a Society or Group)

Towergate Risk Solutions Fareham, Funtley Court, Funtley Hill, Fareham, Hampshire PO16 7UY

Telephone: 0870 3669552 – Fax: 0870 3669553

Email: fareham@towergate.co.uk – Web: www.towergate.co.uk/archaeology

Renewal Declaration (Continued)

Section B – Employers' Liability

Clerical Wages: £ _____ (Last financial year)

Site & Other Staff Wages: £ _____ (Last financial year)

Maximum Number of Volunteer Workers at any one time: _____ (if relevant)

Section D – Personal Accident (General)

Total Number of Man Days Worked in the Year: _____

Section E - Personal Accident (Specific) – (use separate sheet if necessary)

Part Time Individuals (Names & Positions)

Full Time Individuals (Names & Positions)

Section F – Hired in Equipment

Hired in Machinery, Plant and Equipment:

Average Payments: Total hire charges paid during the last 12 months plus estimated total amount to be paid in the next 12 months. Divide combined total by 2 to produce average total. Round up to nearest £100.

Average Hiring charges £ _____

Limit of Indemnity required £ _____
(if more than £25,000)

Declaration (Continued)

Section G – Owned Property All Risks

Owned Property:

Total replacement cost of owned property which is to be covered on an All Risks basis away from the premises. All items over £2,000 in value will only be covered if specified separately (Description, ID number and Value must be given – please only list new items which have not been previously declared)

Total Replacement Cost: £ _____

Please list individual items over £2,000 below

Section H – Property Damage

Buildings and Office Contents including Computer Equipment, Literature, Contents of Museums, etc. If more than one premises is to be insured, please provide a split in the sums

Full replacement Cost: £ _____

Please provide address(es) of the premises where the above Office Contents are kept

Section I – Fidelity Guarantee

Total Annual Wageroll: £ _____
for employees responsible for money

Limit of Indemnity: £50,000
(Please choose) £100,000

Legal Expenses

Is cover for £100,000 Legal Expenses required? Yes No
(please see notes for guidance)

Towergate Risk Solutions Fareham, Funtley Court, Funtley Hill, Fareham, Hampshire PO16 7UY

Telephone: 0870 3669552 – Fax: 0870 3669553

Email: fareham@towergate.co.uk – Web: www.towergate.co.uk/archaeology

Declaration (Continued)

Further Information:

Please give details of any additional information, any claims made in the past year, or if you are aware of any impending claims, details of any excavations below two metres, or any additional information which may be relevant to this insurance or any additional requirements (please continue on a separate sheet if necessary):

DECLARATION

I declare that to the best of my knowledge and belief, the above statements are true and complete and that I have withheld no information, which might influence the acceptance of this declaration. I understand that the withholding of material information could give underwriters the right to decline a claim or void the certificate. I agree that this declaration shall be the basis of the renewal contract with underwriters and accept the terms and conditions within the policy. I accept that the insurance will not be in force until accepted by the underwriters or their appointed agent.

Signed _____ **Date** _____

Name _____

Please also state capacity within the organisation (e.g. Trustee, Owner, Director, Partner or Manager)

Continuation Space:

Please list any further information continued from an earlier question, or which you believe may be relevant to this insurance policy, below