

## DoJo Contents Enquiry Form

### Please Complete and Return

**Tel:** 01926 439 511

**Fax:** 01926 439 440

**Email:** martialguard@towergate.co.uk

Towergate Insurance Brokers, Pegasus Court, Olympus Avenue, Tachbrook Park, Warwick, CV34 6LW

#### Your duty to provide a Fair Presentation

It is important that you tell us everything about you and what you want to insure, including any specific concerns that led you to seek cover. To do this you need to answer all questions we ask you accurately and to the best of your knowledge and ability by making specific enquiries of partners, directors and senior management involved in the business and its subsidiaries.

You must tell us of anything that may be relevant or important for insurers to know so that they can make decisions on whether to offer cover, the type of cover to offer, the terms to be applied and the required premium. If you don't do this and a relevant piece of information is missed then you may not be covered correctly, your insurance may be invalid or you may be charged a higher premium. If you are in any doubt/not sure then just tell us. For example you should inform us of any different, special or any unusual aspects of your business activities in comparison to what would be considered 'typical' in the market place for your trade, business or profession.

#### Your Contact Information

**Name:**

**Telephone number:**

**Email address:**

**Name Club / Association:**

**Premises Address:**

**Type of Premises e.g. Commercial Unit**

**Is the Premises Self Contained (own lockable entrance)** Yes / No

**Are you the Sole Occupant?** Yes / No

**If no please confirm the type of business in the Premises**

**Current Insurer or New Venture**

**Renewal Date (if applicable)**

**Previous claims in last 5 Years. Please provide Date, Circumstances of Loss and Payments Made**

**Construction of the Property:**

**Walls**

**Roof**

**Floors**

**Stairs**

**Please confirm that:**

**At least 90% of the premises are built of brick, stone or concrete and roofed entirely with non-combustible materials?** Yes / No

**The premises are maintained in a good state of repair?** Yes / No

**The premises are not left unoccupied for periods of more than 30 days?** Yes / No

**All exit doors are secured by five lever mortice deadlocks and all accessible windows are either secured by key-operated locks or screwed permanently shut?** Yes / No

**Any portable heating appliance is kept clear of combustibles by a minimum of 1 metre and not left running when the premises are unattended?**  
Yes / No / Unknown

**There is a current IEE certificate in force covering the fixed electrical installation?** Yes / No / Unknown

**Type of Heating e.g. Gas, Electric, Oil please advise if portable**

**Date when Electrics last inspected**

**Security**

**Type of Locks on Doors and Windows**

**Final Exit Door(s)**

**Internal Door(s)**

**Windows**

**Are Premises Alarmed** Yes / No

**If so please indicate which type of Signalling**

**Is Alarm Maintained** Yes / No

**Sums Insured** Please indicate amounts below

**Buildings Cover**

£

**Mats and Equipment**

£

**Computer Equipment**

£

**Other Contents**

£

**Stock**

£

**Please Itemise**

**Tenants Improvements**

£

**Other Contents**

£

**Money held at the premises**

£

**Type of Safe**

**Business Interruption (Turnover/Income)**

£

**Has the proposer or any partners, directors or family members involved with the business or any other business:**

**Ever had an insurance proposal declined, renewal refused, insurance cancelled or special terms applied?** Yes / No

**Ever been convicted or charged with (but not yet tried) or given an official Police caution in respect of any offence other than a motoring offence?** Yes / No

**Ever been declared bankrupt or insolvent or been disqualified from being a company director?** Yes / No

**Within the last 5 years been prosecuted or served prohibition or improvement order under health and safety legislation?**  
Yes / No