



To	From
Date	Company
Norwich phone no: 0845 300 2405 Norwich fax no: 0845 300 2406	Tel no.
Method of payment	Fax no.
Annual <input type="checkbox"/>	Agency ref.
Direct Debit <input type="checkbox"/>	No. of pages

Client details

Mr/Mrs/Miss/Ms/Other title

First name(s)

Surname

Telephone number

Address of property to be insured  
  
  
 Postcode

Date of birth – proposer  /  /

Occupation – proposer  
(full description, if 'company director' state nature of business)

Full name – domestic partner

Date of birth – domestic partner  /  /

Occupation – domestic partner  
(full description, if 'company director' state nature of business)

UK Resident? Yes  No

Is policy to be in joint names? Yes  No

Year property built

How long have you lived at this address?  
(if less than 5 years, previous address details required)  
  
  
 Postcode

Property type e.g. detached, flat (floor if known)

How many bedrooms?  How many adults reside at the property?

Current insurer  How long held?

Policy number

Renewal Premium	Renewal Excess
£ <input type="text"/>	£ <input type="text"/>
Target premium	Date cover required from
£ <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Renewal date	
<input type="text"/> / <input type="text"/> / <input type="text"/>	
Any works or refurbishments planned?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<small>If 'Yes', supply full details and submit a completed 'Contract Works Questionnaire' where the works are planned or ongoing.</small>	
<input type="text"/>	
Has any insurance company/surveyor carried out a security survey on the property to be insured in the last three years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<small>If 'Yes' please provide company details</small>	
<input type="text"/>	
Is this property your main residence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this property lived in for more than 10 months per year?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<small>if no, full details required</small>	
<input type="text"/>	
Is the property used as a holiday home?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<small>If 'Yes', supply further details, i.e. is the use by family members and friends/how often is the property occupied/visited?</small>	
<input type="text"/>	
Is the property ever left unoccupied for more than 60 consecutive days?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the property of standard construction (i.e. walls of brick, stone or concrete and roofed with slates, tiles, asphalt, concrete or metal)?	
Roof Yes <input type="checkbox"/> No <input type="checkbox"/> Walls Yes <input type="checkbox"/> No <input type="checkbox"/>	
<small>If 'No' to either of the above, supply further details and specify proportion of non-standard construction.</small>	
Does the property to be insured have a flat roof?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the property thatched?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the property listed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<small>If 'Yes', supply further details, i.e. what listing rating.</small>	
Is the property let or sublet?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<small>If 'Yes', supply further details, i.e. length of agreement and profession of occupant.</small>	

Is any business activity carried out at the property? Yes  No

If yes, full details required

  

Has the property to be insured ever suffered from flooding or is it in an area at risk of flooding? Yes  No

If 'Yes', please provide full details.

  

Does the property have any sign of damage by subsidence, heave or landslip? Yes  No

Are you aware of any previous/potential damage to the property by subsidence, heave or landslip? Yes  No

Has any person to be insured:

– ever had a proposal for insurance declined, renewal refused, cover terminated, increased premium requested or special conditions imposed by any insurer? Yes  No

– sustained any loss, damage, injury or liability in the last five years, whether insured or not, from any of the events you wish to insure against? Yes  No

– ever been convicted of, or cautioned for (or charged with but not yet tried for) any criminal offence (other than motoring offences)? Yes  No

Is the property in a good state of repair? Yes  No

Is the property occupied during the day? Yes  No

Number of other private dwellings used

In the UK  Outside the UK

Please supply any additional information on the 'Any other information' section on this form.

**Locks** (Please tick where appropriate or supply further details.)

The main entrance door is fitted with a five-lever mortice deadlock and all other external doors have a lock approved to BS3621 Yes  No

UPVC doors are fitted with multi point locking system Yes  No

Patio doors are fitted with a key-operated lock mounted internally on centre rails Yes  No

All accessible windows are fitted with key-operated locks Yes  No

Any other locks? (Please give full details.)

**Burglar alarm**

NSI (Nacoss Gold or Systems Silver, formally ICON) or SSAIB alarm Yes  No

An audible intruder alarm Yes  No

A Redcare Alarm Yes  No

An alarm linked to a receiving centre Yes  No

Is a maintenance contract in force? Yes  No

More than two false alarms in last 12 months Yes  No

Any other alarm protection (Please give full details.)

  

**Safe**

Do you have a safe? Yes  No

Make, model and type (freestanding, wall, underfloor)

  

**Other security**

Security patrolled entrance 24 hours Yes  No

Security lights front and rear Yes  No

Neighbourhood Watch Yes  No

**Fire precautions**

Fire alarm linked to a receiving centre Yes  No

Fire alarm – audible Yes  No

Smoke detectors covering all levels of the property powered by battery/powerd by mains Yes  No

**Home ownership**

Owned on a mortgage  Owned outright

If other, please give details.

  
  

**Additional interests** (only to be completed if Buildings cover requested)

Please state name, address and nature of any interested party, e.g. mortgage lender.

Nature of interest

Name and address

  
  
  
 Postcode

**Cover automatically includes Accidental Damage for Buildings and Contents**

**Buildings**

Main home £

Domestic outbuildings £

Tenant's improvements £

**Excess required**

£100  £250  £500  £1,000  Other £

**Contents**

Contents sum insured (excluding fine art and jewellery etc) £

**Excess required**

£100  £250  £500  £1,000  Other £

## Art, Antiques and Collectables

Category	Sum insured	Category	Sum insured
Antique furniture	<input type="text" value="£"/>	Precious metals	<input type="text" value="£"/>
Paintings	<input type="text" value="£"/>	Precious stones	<input type="text" value="£"/>
Rare books	<input type="text" value="£"/>	Manuscripts	<input type="text" value="£"/>
Rare glass	<input type="text" value="£"/>	Rugs and tapestries	<input type="text" value="£"/>
Stamp collections	<input type="text" value="£"/>	Clocks and barometers	<input type="text" value="£"/>
Coin collections	<input type="text" value="£"/>	Sculptures and statues etc.	<input type="text" value="£"/>
Porcelain	<input type="text" value="£"/>	Gold/Silver/Plate (excluding jewellery)	<input type="text" value="£"/>

Please specify items £15,000 and over. Valuations less than five years old will be required.

## Personal belongings

Total of jewellery sum insured	<input type="text" value="£"/>
Total of furs sum insured	<input type="text" value="£"/>
Total of guns sum insured	<input type="text" value="£"/>

Please specify items £5,000 and over. Valuations less than five years old will be required for items £10,000 and over.

## Options

Second Home (France, Spain, Portugal)

(please complete a separate 2 page quote form).

We are also able to supply quotations for touring caravans and small craft, if required. Please contact us with full details.

Travel excluding Winter Sports

Travel including Winter Sports

**Note** - if travel cover is selected has any person to be insured required consultation or treatment in the last 12 months for any serious, chronic or recurring medical condition?

Yes  No

If 'Yes' and/or any persons are aged 70 or over, a completed Health Declaration will be required.

## Any other information/material facts


## Claims underwriting register

Please note the CUE facility is used for all quotations.

## IMPORTANT INFORMATION

### Important Notice

All material facts must be disclosed. Failure to do so could invalidate the policy. A material fact is one which is likely to influence an insurer in the acceptance and assessment of this application e.g. an intended alteration to, extension to, renovation of or unoccupancy of your property, or if any member of your household is charged with, cautioned for or convicted of a criminal offence (other than motor offences). Material facts must be disclosed in relation to yourself and all other persons who are to be insured. If you are in any doubt as to whether a fact is material then it should be disclosed to the insurer. If any changes in circumstances arise during the period of insurance cover please provide your insurer with details.

A specimen copy of the policy wording is available on request. We recommend you keep a record (including copies of letters) of all information provided to the insurer for your future reference. A copy of the completed quote form will be supplied on request within a period of three months after its completion.

## DATA PROTECTION ACT – INFORMATION USES

For the purposes of the Data Protection Act 1998, the Data Controller in relation to any personal data you supply is Aviva Insurance UK Limited.

### Insurance Administration

Your information may be used for the purposes of insurance administration by the insurer, its associated companies and agents, by reinsurers and your intermediary. It may be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing the insurer's compliance with any regulatory rules/codes. Your information may also be used for offering renewal, research and statistical purposes and crime prevention. It may be transferred to any country, including countries outside the European Economic Area, for any of these purposes and for systems administration. Where this happens, we will ensure that anyone to whom we pass your information agrees to treat your information with the same level of protection as if we were dealing with it.

If you give us information about another person, in doing so you confirm that they have given you permission to provide it to us and for us to be able to process their personal data (including any sensitive personal data) and also that you have told them who we are and what we will use their data for, as set out in this notice.

In assessing your application now or at renewal, the insurer or its agents may undertake checks against publicly available information (such as electoral roll, county court judgements, bankruptcy orders or repossessions). Similar checks may be made in assessing any claims made.

Information may also be shared with other insurers, either directly or via those acting for the insurer (such as loss adjusters or investigators).

### Credit Searches and Accounting

In assessing your application, to prevent fraud, check your identity and to maintain its policy records, the insurer may:

- Search files made available to it by credit reference agencies who may keep a record of that search. The insurer may also pass to credit reference agencies information it holds about you and your payment record. The information will be used by other credit lenders for making credit decisions about you and the people with whom you are financially associated for fraud prevention, money laundering prevention and for tracing debtors. The insurer may ask credit reference agencies to provide a credit scoring computation. Credit scoring uses a number of factors to work out risks involved in any application. A score is given to each factor and a total score obtained. Where automatic credit scoring computations are used by the insurer, acceptance or rejection of your application will not depend only on the results of the credit scoring process.
- Use information relating to you and your home supplied to us by other third parties.

### Continuous Renewal Payment Authority

Where you select or have selected a continuous premium payment method, you will be notified in writing prior to renewal and, unless we hear otherwise, the policy will automatically be renewed. Unless you have advised otherwise, the renewal premiums will again be collected from your specified bank account or credit/debit card to ensure you are always covered.

### Sensitive Data

In order to assess the terms of the insurance contract or administer claims that arise, the insurer may need to collect data that the Data Protection Act defines as sensitive (such as medical history or criminal convictions). By proceeding with this application you will signify your consent to such information being processed by the insurer or its agents.

### Marketing

Aviva Group, its agents and business partners may use your information to keep you informed by post, telephone, facsimile, e-mail, text messaging or other means about products and services that may be of interest to you. Your information may also be disclosed and used for these purposes after your policy has lapsed. By providing us with your contact details, you consent to being contacted by these methods for these purposes. If you do not wish to receive marketing information, please write to Aviva, FREEPOST, Mailing Exclusion Team, PO Box 6412, Derby DE1 1SB.

### Fraud Prevention and Detection

In order to prevent and detect fraud we may at any time:

- Share information about you with other organisations and public bodies including the Police;
- Undertake credit searches and additional fraud searches;
- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this.

We can supply on request further details of the databases we access or contribute to.

We and other organisations may also search these agencies and databases to:

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household;
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies;
- Check your identity to prevent money laundering, unless you furnish us with other satisfactory proof of identity.

#### Claims History

- Under the conditions of your policy you must tell us about any Insurance related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.
- We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

You should show these notices to anyone who has an interest in the insurance under the policy.

In the case of personal data, with limited exceptions, and on payment of the appropriate fee, you have the right to access and if necessary rectify information held about you.

#### If You Have a Complaint

We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you. In the first instance, please write to or telephone your insurance adviser or usual Distinct point of contact.

We are covered by the Financial Ombudsman Service. If you have complained to us and we have been unable to resolve your complaint, you may be entitled to refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.

#### Our Regulatory Status

We are authorised and regulated by the Financial Services Authority ("FSA"). We are registered as: Aviva Insurance UK Limited and our FSA registration number is 202280.

You may check this information and obtain further information about how the FSA protects you by visiting their website [www.fsa.gov.uk/register](http://www.fsa.gov.uk/register) or by contacting them on 0845 606 1234.

#### Choice of Law

The law of England and Wales will apply to this contract unless:

- 1) you and the insurer agree otherwise; or
- 2) at the date of the contract you are a resident of (or, in the case of a business, the registered office or principal place of business is situated in) Scotland, Northern Ireland, Channel Islands or the Isle of Man, in which case (in the absence of agreement to the contrary) the law of that country will apply.

#### Telephone Call Recording

For our joint protection telephone calls may be recorded and/or monitored.