

Hospitality and Leisure

Licensed Premises

Renewal Declaration



IMPORTANT NOTICES

Your Duty of Disclosure

Before you enter into an insurance contract, you have a duty to tell us anything that you know, or could reasonably be expected to know, may affect our decision to insure you and on what terms.

You have this duty until we agree to insure you.

You have the same duty before you renew, extend, vary or reinstate an insurance contract.

You do not need to tell us anything that:

- reduces the risk we insure you for; or
- is common knowledge; or
- we know or should know as an insurer; or
- we waive your duty to tell us about.

If you do not tell us something

If you do not tell us anything you are required to, we may cancel your contract or reduce the amount we will pay you if you make a claim, or both.

If your failure to tell us is fraudulent, we may refuse to pay a claim and treat the contract as if it never existed

Privacy

Pen Underwriting handles your personal information with care and in accordance with the Privacy Act 1988 and the Australian Privacy Principles. We collect personal information about you to provide you with insurance and insurance related services. We may disclose your personal information to third parties for the purposes described in our Privacy Policy, including related entities, insurers, reinsurers, agents and service providers, some of whom may be located in the United States of America, United Kingdom and India. By asking us to provide you with insurance and insurance related services, you consent to the collection, use and disclosure (including overseas disclosure) of your personal information for the purposes described in our Privacy Policy. Where you provide personal information about others, you represent to us that you have made them aware of that disclosure and of our Privacy Policy and that you have obtained their consent. If you do not consent to provide us with the personal information that we request, or withdraw your consent to the use and disclosure of your personal information at any stage, we may not be able to offer you the products or provide the services that you seek. For information about how to access and or correct the personal information we hold about you or if you have any concerns or complaints, ask us for a copy of our Privacy Policy or visit www.penunderwriting.com.au

General Insurance Code of Practice

Pen Underwriting and Underwriters at Lloyd's proudly support the General Insurance Code of Practice. The Code commits general insurers to uphold high standards of service and practice. A copy of the Code can be obtained from us upon request or from www.codeofpractice.com.au.

Further Information

Your insurance broker can assist you to complete this Proposal. If you have any questions or need further information concerning your insurance, you should contact your insurance broker to assist you with your enquiry. You should direct all of your correspondence to Pen Underwriting through your insurance broker as he is your agent for this insurance.

Pen Underwriting Pty Ltd ABN 89 113 929 516 AFSL 290518
www.penunderwriting.com.au

Sydney
Brisbane
Melbourne

Suite 1105, Level 11 99 York Street, Sydney NSW 2000
Level 9, 60 Edward Street, Brisbane QLD 4000
Level 3, 333 Collins Street, Melbourne VIC 3000

02 9323 5000
07 3056 1400
03 9810 0600

**Hospitality and Leisure
Licensed Premises
Renewal Declaration**



INSTRUCTIONS

Please read this Renewal Declaration fully prior to answering the questions.

- All questions must be answered in full.
- Please attach all supporting documentation. All attachments form part of this Renewal and are subject to the Declaration.
- The issue and acceptance of this Renewal Declaration does not constitute an admission of liability by Underwriters or a waiver of their rights.

Named Insured	Policy Number	Expiry Date
...../...../.....

1. Your Details

Full Name:

ABN:

Are you the owner of these Premises? Yes No

Interested Parties:

What Interest do the above parties have?

Years in Operation:..... This Business

.....Any similar Business

What percentage of GST on Premium do you intend claiming as an Input Tax Credit %

Describe the business carried out by the occupants of the premises:

(a) Your Business:

.....

(b) Other Occupants:

.....

Business Address				
Walls	<input type="checkbox"/> Brick/Concrete	<input type="checkbox"/> Wood	<input type="checkbox"/> Iron	Other:
Roof	<input type="checkbox"/> Concrete	<input type="checkbox"/> Timber	<input type="checkbox"/> Iron	Other:
Floor	<input type="checkbox"/> Concrete	<input type="checkbox"/> Timber	Other:	

2. Business Operation Details

Indemnity Limit Required: \$

Public and Products Liability: \$

Gross Actual Turnover: \$

Hospitality and Leisure Licensed Premises Renewal Declaration



Total Turnover – Please provide breakdown where applicable

	This Financial Year	Next Financial Year (estimated)
Bar Sales	\$	\$
Gaming Income	\$	\$
Bottle Shop Sales	\$	\$
Food / Bistro Sales	\$	\$
Other: _____	\$	\$
Total	\$	\$

Please provide turnover as a percentage split by state:

NSW	VIC	QLD	SA	WA	TAS	NT	ACT	Other
____%	____%	____%	____%	____%	____%	____%	____%	____%

3. Security

(a) Do you engage any contractors to provide security services? Yes No

If Yes,

(i) Annual Cost: \$

(ii) Are they required to have Public and Products Liability Insurance? Yes No

(iii) What steps do you take to ensure that contractors have valid insurances in place?
.....

(b) Do you conduct regular reviews with the contracted security providers to assess their conduct and discuss what improvements can be adopted to create safer systems? Yes No

(c) Do you have any staff employed to conduct security services (crowd control?) Yes No

(d) Do you have CCTV cameras covering the premises? Yes No

If Yes,

(i) How long is footage retained for?

(ii) If an incident occurred, how long is the footage retained for? 1-2 Years 3 Years 4-6 Years

4. Cleaning

(a) Do you have a documented system of cleaning and inspection of the premises? Yes No

(b) Provide a description of what systems are in place to demonstrate that the venue has a regular system of inspection for spillages and provide an example of your procedures on this:
.....
.....

(c) Do you conduct regular inspection of the common floor surfaces? Yes No

If Yes, please provide how regularly these inspections are carried out for common floors:

(i) During peak hours:

(ii) During off peak hours:

**Hospitality and Leisure
Licensed Premises
Renewal Declaration**



(d) Do you conduct regular inspections of toilets? Yes No

If **Yes**, please provide how regularly these inspections are carried out:

(i) During peak hours:.....

(ii) During off peak hours:.....

5. Entertainment

(a) Do you provide live entertainment? Yes No

If **Yes**,

(i) What type of entertainment? (eg, solo, Dj, duos, bands etc).....

(ii) How often do they play?

(b) Do you operate a nightclub on premises? Yes No

(c) Do you charge an admission fee for entry? Yes No

(d) Do you have a dance floor? Yes No

If **Yes**,

(i) In square metres, please provide the estimated size of the dance floor:sqm

(ii) Do you supervise the dance floor to prevent drinks being taken onto it? Yes No

(iii) What is the surface covering the dance floor?

6. Floor Surfaces

What percentage of your premises would the following floor surfaces apply?

Timber / Parquetry	___%	Carpet	___%
Rough concrete finish	___%	Paved	___%
Smooth concrete finish	___%	Non Slip treated other	___%
Tile	___%	Other _____	___%

7. Risk Management

(a) Do you have OH&S Procedures in place?. Yes No

(b) Do staff receive formal training procedures prior to commencing work? Yes No

(c) Are there Emergency evacuation Procedures documents and posted in the premises clear in sight for patrons to see? Yes No

8. Claims

(a) In the last 12 months, have any incidents occurred that may give rise to a claim that has not been advised to Pen Underwriting? Yes No

If **Yes**, please provide details:.....

.....

(b) In the last 5 years, was this cover insured by an Underwriter other than Pen Underwriting? Yes No

If **Yes**, please provide details of updated claims experience for this preceding period of insurance on Insurer Letterhead.

**Hospitality and Leisure
Licensed Premises
Renewal Declaration**



Declaration

I/We declare that:

- I/We have read and understood the Important Notices accompanying this Renewal Declaration
- I/We are authorised by each of the Applicant(s) to sign this Renewal Declaration
- The statements in this Renewal Declaration are true and complete and no material information has been withheld
- I/We have diligently made all necessary enquiries in order to comply with the Duty of Disclosure
- I/We have read the Pen Underwriting Privacy Statement on this renewal Declaration and consent to the use, disclosure and obtaining of personal information about the Insured for the purposes shown in the Privacy Statement
- Where I/We have provided information about another individual, that individual has been made aware of that fact and of the Pen Underwriting Privacy Statement
- I/We acknowledge that Pen Underwriting relied on the information and representations in this Renewal Declaration and otherwise made by me or on behalf in relation to this insurance
- Except where indicated to the contrary, I/We understand that any statement made in this Renewal Declaration will be treated as a statement made by all persons to be insured
- I/We undertake to notify Pen Underwriting of any material alternation to the information contained in this Renewal Declaration prior to inception of the proposed insurance
- I/We understand that no insurance is in place until such time as Pen Underwriting has confirmed acceptance of the proposed insurance

Signature:

Date:

Full Name:

Title: