

# Hospitality and Leisure Amusement Device Operator 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 and the Insurer(s) handle 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](http://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](http://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.

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# Hospitality and Leisure Amusement Device Operator 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

Named Insured: .....

Policy Number: .....

Full Name: .....

ABN: .....

Trading Name: .....

Interested Parties: .....

What interest to the above parties have? .....

### 2. Your Premises

Business Address: .....

Years in Operation: This business: .....years  
Any similar business: .....years

Business description: .....

Are you the Owner of these Premises?  Yes  No

Are there other occupants in your premises?  Yes  No

If **Yes**, describe the business carried out by other occupants of the premises: .....

### 3. Contractors

Do you use contractors or sub-contractors?  Yes  No

If **Yes**,

(a) Please advise activities: .....

(b) Annual Cost: \$ .....

(c) Do they hold their own insurance and provide written confirmation?  Yes  No

(d) Do you use labour hire workers?  Yes  No

If **Yes**,

Please advise occupation: .....

Annual \$ .....

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## 4. Total Turnover – Please provide breakdown where applicable

	This Financial Year	Next Financial Year (estimated)
<b>Tours</b>	\$	\$
<b>Other:</b> _____	\$	\$
<b>Total</b>	\$	\$

## 5. Please provide turnover as a percentage split by state:

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

## 6. Business Operation Details

- (a) Indemnity Limit Required: .....
- (b) Details of any professional advice or instruction for a fee: .....
- (c) Do you organise any events or carnivals?  Yes  No  
If **Yes**, please provide details: .....

## 7. Additional Information

- (a) Are all Rides, Games, Inflatables operated within manufacturers' guidelines? .  Yes  No
- (b) Do you pre-evaluate participant's fitness or skill level?  Yes  No
- (c) Do you have a documented servicing or maintenance program for your equipment?  Yes  No
- (d) Do you have an incident reporting procedure and log?  Yes  No
- (e) Do you have risk management or OH&S accreditation?  Yes  No
- (f) Does your equipment comply with relevant Australian Standards?  Yes  No
- (g) Are your participants trained in safety procedures?  Yes  No
- (h) Are your employees suitably trained, qualified and experienced?  Yes  No
- (i) Are your employees suitably trained in first aid?  Yes  No
- (j) Are all persons made aware of all dangers before participating?  Yes  No
- (k) Are disclaimers and or waivers signed prior to participation?  Yes  No
- (l) Are warning signs posted and clearly visible?  Yes  No
- (m) Do you have a café, snack bar and or restaurant?  Yes  No
- (n) Do you sell, supply or serve alcohol?  Yes  No
- (o) In the event of a spill or wet weather, do you have procedures in place to mop up and have A-frame signage etc notifying of spillages?  Yes  No  
Give examples of systems in place: .....

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**8. List all rides and devices**


**9. Do you have any Inflatables?**  Yes  No

If **Yes**,

(a) Do you allow adult usage on Inflatables?  Yes  No

(b) Are any of your Inflatables used with water?  Yes  No

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

**10. Do you dry hire inflatables?**  Yes  No

If **Yes**, please attach your written standard operating procedures for dry hire.

**11. Do you have any hand led pony rides?**  Yes  No

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

**12. Do you belong to any industry associations? Ie AALARA, AAA, WASA?**  Yes  No

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

**13. Do you install, supply or dismantle temporary seating or staging equipment?**  Yes  No

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

**14. Claims**

(a) Have any events occurred that may give rise to a claim that has not been advised to Pen Underwriting?  Yes  No

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

(b) Was this liability cover insured with an underwriter other than Pen Underwriting during the last 5 years?  Yes  No

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

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**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: .....