



Marine Storage Questionnaire

This questionnaire is a supplementary document, please take reasonable care to give full and correct answers. For regulatory information please refer to your insurance documents. If completing this document electronically, please ensure before exiting all changes are saved correctly by undertaking FILE --> SAVE AS before clicking the X to close the document.
Please remember to email all relevant photographs.

Introduction

Policyholder's Name

Contact details of the person completing the questionnaire, in case of query:

Name

Company Name

Telephone Number

Email

Completion date of questionnaire (dd/mm/yy)

Description of insured goods

Storage location business name

Storage location address

Post code

Policyholder's sum insured at this location

Note: If the sum insured does not represent the full value at risk, then claims may not be paid in full

Does the policyholder occupy these premises, or are they a storage business owned or operated by a third party?

Premises occupied by policyholder

Third party storage premises

Are goods owned by others also stored at this location?

Yes No

If yes, please give a description of those other goods



Situation and Construction

What are the usual hours during which this location is occupied on each day of the week?

24 x 7 or complete below: (hh:mm)

Does the policyholder occupy these premises, or are they a storage business owned or operated by a third party?

	M	T	W	T	F	S	S
From (time)							
To (time)							

Is this location occupied on public holidays? Yes No

In which year were the premises built?

How many floors are there?

What is the total floor area?

m² or ft²

What materials were used in the construction?

External walls

Brick/block Steel Clad Other-please describe

Floors

Concrete Timber Other-please describe

Roof

Slate/tile Steel Clad Other-please describe

Are there any composite panels? Yes No

How often is the roof and drainage checked and maintained?

Is the building in an area of previous flooding? Yes No

if yes, is there a flood emergency plan in place? Yes No

Is stock stored on racking, or on pallets or directly on the floor?

Racking Pallets Floor

Are any goods stored in basements or below ground level? Yes No

a: Is the warehouse heated? Yes No

b: If yes to part (a), is the heating system maintained? Yes No

If no to parts (a) or (b) please describe the frost protection arrangements for any water pipes

Please describe any industrial or manufacturing processes undertaken at this location, or state "none"

Please describe other occupancies or businesses adjoining or located within 30m, or state "none"



Fire Protection

Is the storage area fitted with automatic fire detection?

Smoke Heat Air Sampling None

Is the rest of the building fitted with automatic fire detection?

Smoke Heat Air Sampling None

How frequently is the automatic fire detection system maintained?

Every 12 Months Every 6 Months Every 3 Months

By which body is the maintenance contractor accredited?

LPC NSI Fire BAFE SSAIB Fire Other (Please specify)

Yes No

Is the automatic fire detection system remotely monitored?

If yes, how?

Redcare Redcare GSM Dualcom SSAIB Fire Other (Please specify)

Storage configuration

Block storage Racking Both

Maximum height of storage m

Is the entire building fitted with automatic sprinklers?

Yes No

If yes, Hazard Class of sprinkler system within storage area

Light Hazard Ordinary Hazard High Hazard

How frequently is the automatic sprinkler system maintained?

Every 12 Months Every 6 Months Every 3 Months

By which body is the maintenance contractor certified?

LPC BAFE Other (Please specify)

Is the automatic sprinkler system automatically monitored?

Yes No

If yes, how?

Redcare Redcare GSM Dualcom Other (Please specify)

Are fire extinguishers of the correct type and number maintained?

Yes No

How far away is nearest fire station? Miles

Are statutory Fire Risk Assessments conducted and recorded?

Yes No

Ignition Sources

Date of last fixed wiring periodic inspection report

Which body was the inspection contractor certified by?

NICEIC ECA Other (Please specify)

Are there any outstanding code 1 or code 2 issues?

Yes No



Date of last portable appliance testing (PAT)

How many of each type of fork lift truck do you operate?

Electric LPG None

Is the charging of electric fork lift trucks and other handling machinery undertaken in a well-ventilated area at least one metre from adjacent combustible materials?

Yes No

Is the charging of electric fork lift trucks and other handling machinery ever undertaken while the premises are unoccupied?

Yes No

Is any hot work or hot process undertaken within the building?

Yes No

Are portable heaters used during all or part of the year?

Yes No

Combustibles

How often is waste material removed from building?

Daily Weekly Less Frequently

Are idle pallets or other combustibles (including waste bins) stored at least 10m from the building?

Yes No None

Is there any use or storage of hazardous materials or dangerous goods in or around the building?

Yes No

How are gas cylinders stored?

None Inside within a designated area Outside
 Inside Outside, but in a secure properly, ventilated structure

Security

Does the site have manned guarding?

Yes No

If yes, what hours are the guards on site?

24 x 7 or complete below: (hh:mm)

	M	T	W	T	F	S	S
From (time)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
To (time)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Does this include public holidays?

Yes No

Are all doors, gates and shutters secured with British Standard rated locks or padlocks when the premises are unoccupied?

Yes No

Are all opening windows secured with key-operated locks when the premises are unoccupied?

Yes No

Is the yard area protected by perimeter fence and lockable gate(s)?

Yes No

Is the yard area protected by CCTV?

Inside Outside No

If yes, how is this monitored?

Locally Remotely Remotely by monitoring station

Is the yard area fitted with any other monitored electronic intruder detection?

Yes No

If yes, please describe



Are insured goods left in loaded trailers or vehicles parked outside the building when the operation is closed?

Yes No

Maximum number of vehicles/trailers at risk

Maximum value per vehicle/trailer

Is there any storage in containers outside the building?

Yes No

Maximum number of containers at risk

Maximum value per container

Is there any storage in the open?

Yes No

Maximum value stored

Intruder Alarm

Is the building fitted with an intruder alarm?

Yes No

What is the Risk Assessment grading of the system?

1 2 3 4

How frequently is the intruder alarm system maintained?

Every 12 months Every 6 months

By which body is the maintenance contractor certified?

NSI SSAIB Other (Please specify)

Does the system signal to an alarm receiving centre?

Yes No

If yes, how?

Redcare Redcare GSM Dualcom Other (Please specify)

Does the intruder alarm system hold a valid Unique Reference Number (URN) issued by the Police?

Yes No

Is Police response in place?

Yes No

Miscellaneous

What types of loss or damage have been suffered at this location in the past 5 years?

- None
- Fire/arson/attempted arson
- Theft/attempted theft
- Flood/water damage
- Other accidental damage
- Malicious damage

Please give brief details of all losses noted above

Please tell us about any other features that make the premises or goods more than normally susceptible to loss or damage



Please email one photograph of the front exterior of the building, and one of the storage area

Photographs emailed?

Yes No

MATERIAL CIRCUMSTANCES

IMPORTANT – This policy is a legal contract

Please remember that you must make a fair presentation of the risk to us. This means that you must:

- (1) disclose to us every material circumstance which you know or ought to know or, failing that, sufficient information to alert us that we need to make further enquiries; and
- (2) make such disclosure in a reasonably clear and accessible manner; and
- (3) ensure that, in such disclosure, any material representation as to a: (a) matter of fact is substantially correct; and (b) matter of expectation or belief is made in good faith.

A material circumstance is one that is likely to influence an insurer in the acceptance and assessment of the application. You must also make a fair presentation to us in connection with any variations, e.g. changes you wish to make to your policy. If you fail to make a fair presentation of the risk then this could affect the extent of cover provided or could invalidate your policy, so if you are in any doubt as to whether a circumstance is material then it should be disclosed to us.

Disclosures should be specific and made in a reasonably clear and accessible manner. We will not be deemed to have knowledge of any information generally referred to (for example the contents of company websites listed in the risk presentation) or any matter not expressly drawn to our attention.

Each renewal invitation is made on the basis of the information we have at the time it is issued. We may revise or withdraw it if, before the date your renewal takes effect, any event occurs that gives rise to a claim or alters the material circumstances under this insurance, even if we are notified after your renewal date.

A specimen copy of the policy wording is available on request. You should keep a record (including copies of letters) of all information supplied to us for the purposes of the renewal of this insurance. A copy of the completed application will be supplied on request within a period of three months after its completion.

DECLARATION

I/We declare that the information given is, to the best of my/our knowledge and belief correct and complete. If the risk is accepted I/we undertake to pay the premium when called upon to do so. I/We understand that my/our information may also be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing the insurer's compliance with any regulatory rules/codes.

Signature of Director/
Partner/Member/Principal:

Date: / /



IMPORTANT INFORMATION

DATA PROTECTION – PRIVACY NOTICE

Aviva Insurance Limited is the main company responsible for your Personal Information (known as the controller).

We collect and use Personal Information about you in relation to our products and services. Personal Information means any information relating to you or another living individual who is identifiable by us. The type of Personal Information we collect and use will depend on our relationship with you and may include more general information (e.g. your name, date of birth, contact details) or more sensitive information (e.g. details of your health or criminal convictions).

Some of the Personal Information we use may be provided to us by a third party. This may include information already held about you within the Aviva group, information we obtain from publicly available records, third parties and from industry databases, including fraud prevention agencies and databases.

This notice explains the most important aspects of how we use your Personal Information, but you can get more information by viewing our full privacy policy at aviva.co.uk/privacypolicy or requesting a copy by writing to us at: The Data Protection Team, Aviva, PO Box 7684, Pitheavlis, Perth PH2 1JR. If you are providing Personal Information about another person you should show them this notice.

We use your Personal Information for a number of purposes including providing our products and services and for fraud prevention.

We also use profiling and other data analysis to understand our customers better, e.g. what kind of content or products would be of most interest, and to predict the likelihood of certain events arising, e.g. to assess insurance risk or the likelihood of fraud.

We may carry out automated decision making to decide on what terms we can provide products and services, deal with claims and carry out fraud checks. More information about this, including your right to request that certain automated decisions we make have human involvement, can be found in the "Automated Decision Making" section of our full privacy policy.

We may process information from a credit reference agency, including a quotation search where you are offered an Aviva credit payment facility. More information about this can be found in the "Credit Reference Agencies" section of our full privacy policy.

We may use Personal Information we hold about you across the Aviva group for marketing purposes, including sending marketing communications in accordance with your preferences. If you wish to amend your marketing preferences please contact us at: contactus@aviva.com or by writing to us at: Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD. More information about this can be found in the "Marketing" section of our full privacy policy.

Your Personal Information may be shared with other Aviva group companies and third parties (including our suppliers such as those who provide claims services and regulatory and law enforcement bodies). We may transfer your Personal Information to countries outside of the UK but will always ensure appropriate safeguards are in place when doing so.

You have certain data rights in relation to your Personal Information, including a right to access Personal Information, a right to correct inaccurate Personal Information and a right to erase or suspend our use of your Personal Information. These rights may also include a right to transfer your Personal Information to another organisation, a right to object to our use of your Personal Information, a right to withdraw consent and a right to complain to the data protection regulator. These rights may only apply in certain circumstances and are subject to certain exemptions. You can find out more about these rights in the "Data Rights" section of our full privacy policy or by contacting us at dataprt@aviva.com

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 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 provide us with other satisfactory proof of identity;
- Check details of job applicants and employees.

HOW AND WHY WE USE YOUR INFORMATION

We (Aviva), and our third parties, collect and use information (including data about health and unspent offences or criminal convictions) about you and, if relevant somebody else covered under your policy and your vehicle(s), business and property.

We do this so we can:

- verify your identity and help prevent fraud
- calculate our risk to insure you
- calculate your price
- set up, assess and maintain your insurance contract with us
- renew and make changes to your cover
- process claims
- carry out marketing, profiling and analytics

We share information within the Aviva Group, our reinsurers (our own insurers) and specific other organisations for these purposes.

The information comes from:

- what you've already told us
- data we already hold about you (including from other quotes and policies with us)
- publicly available sources
- other organisations we trust
- data about your device, general location and how you interact with our website

WE CARRY OUT A QUOTATION SEARCH FROM A CREDIT REFERENCE AGENCY

This will appear on your credit report and will be visible to other credit providers. It will be clear it's a quotation and not a credit application by you. We do this when you ask us for a quote, when we prepare your renewal and sometimes if you change your cover so that we are able to offer you a monthly credit payment option. We use data from our credit reference agency to verify your identity, prevent fraud and carry out risk profiling which allows us to calculate your premium and payment options. For more information about your rights relating to profiling and decisions that are automatically processed such as pricing, see the Privacy Notice for this policy.

The identity of our credit reference agency and the ways they use and share personal information are explained in more detail at www.transunion.co.uk/crain. You can also check the information they hold about you.



WE USE AUTOMATED PROCESSES TO MAKE DECISIONS

This means our software decides whether we can insure you and on what terms, deal with claims and carry out fraud checks. For more information, see the Privacy Notice for this policy.

YOU HAVE RIGHTS ABOUT YOUR INFORMATION

For more about your rights and how and why we use your data, see the Privacy Notice for this policy. There's more detail in our Privacy Policy at www.aviva.co.uk/privacypolicy or you can request a copy by writing to us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD.