

Economy Park Home Insurance Policy





# Contents

		Page
How to Use this Policy		4
Important Telephone N	Numbers	5
Important Advice		6
Definitions		9
General Conditions		13
Claims Conditions		18
How We Settle Claims		20
General Exclusions		21
Details of cover within	this Policy:	
	Structures Cover	23
	Contents Cover	30
	Personal Possessions Cover	38
	Home Emergency Assistance	42
Making a Complaint		53
Customer Service Infor	rmation	55

# Economy Park Home Insurance

# Your Policy Wording

Welcome to Your Paul Baker Insurance Services Economy Park Home Insurance Policy and thank you for choosing Us. The Policy is underwritten by AXA Insurance UK plc who are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. This can be checked on the Financial Services Register by visiting the FCA's website at www.fca.org. uk/register. The information You have supplied forms part of the contract of insurance with Us. Your Policy is evidence of that contract. You should read it carefully and keep it in a safe place.

In return for having accepted **Your** premium **We** will, in the event of injury loss or damage happening within the **Period of Insurance**, provide insurance as described in the following pages and referred to in Your Schedule.

For the contract to be valid, all the information **You** have given **Us** as part of **Your** application must be true and complete to the best of Your knowledge and belief. Otherwise Your **Policy** may not protect **You** in the event of a claim.

## **Important**

We recommend that You read this Policy in conjunction with Your Schedule to ensure that it meets with **Your** requirements. If after reading these documents **You** have any questions please contact **Us** or Paul Baker Insurance Services.

**Your** attention is drawn to the Complaints Procedure on page 53.

# The law applicable to this policy

You and We can choose the law which applies to this Policy. We propose that the laws of England and Wales apply. Unless **We** and **You** agree otherwise the laws of England and Wales will apply to this **Policy**.

# How to Use this Policy

Please read this **Policy** booklet with **Your Policy** Schedule in order to make sure that You are satisfied with Your insurance. If You have any questions please contact Paul Baker Insurance Services.

# Why some words are shown in bold type

Certain words and phrases printed in **bold type** have defined meanings throughout this Policy. You can find the meanings of these defined terms in the Definitions section on page 9.

### Cover details

You will find the following headings on many pages:

What is covered	What is not covered
These sections give detailed information on	These sections draw <b>Your</b> attention to what
the insurance provided and must be read	is not included in <b>Your Policy</b> .
with 'What is not covered' at all times.	

# To help you further . . .

We have included some explanatory notes in Your Policy. These are printed in green.

# Important Telephone Numbers

Claim Notification Line	In the event of a claim, telephone Paul Baker Insurance Services on this number.
01242 508960	If <b>You</b> need to make a claim, <b>You</b> will be informed of the process to follow. <b>You</b> should also read the Claims Conditions.  Please read the conditions and process before ringing the Claim Notification Line.
Home Emergency Assistance and Domestic Helpline	This cover is underwritten by Inter Partner Assistance S.A., which is part of the AXA Group. Please refer to <b>Your</b> Schedule which includes details of cover and read the Home Emergency Assistance section of <b>Your Policy</b> before <b>You</b> telephone. This starts on page 42.
01737 334092	Home Emergency Assistance includes a Domestic Helpline which is provided by AXA Assistance (UK) Limited.
	In the event of a burst pipe, blocked drain, electrical fault, even a wasps' nest, AXA Assistance (UK) Limited will be able to offer practical advice. If <b>You</b> wish, AXA Assistance (UK) Limited will locate the nearest suitable tradesman, confirm the call out time and price.
	You will remain responsible for any tradesman's charges for doing the work, including any call out fee, that are not covered by, or exceed, the Home Emergency Assistance cover We provide and so it will be Your decision whether to accept the quotation or not. If You do accept, AXA Assistance (UK) Limited will arrange for the tradesman to call at the agreed time.
Park Home and Family Legal Advice	<b>Your</b> Legal Helpline is Administered by Arc Legal Assistance Limited and serviced on their behalf by their specialist panel solicitors. The Legal Helpline will be able to help <b>You</b> on any private legal problem that happened in the United Kingdom the Isle of Man or the Channel Islands.
0344 770 1056	Specialist legal advice on matters relating to <b>Your Park Home</b> may not be available 24 hours a day. Where <b>We</b> cannot provide immediate advice when <b>You</b> call <b>We</b> will arrange for someone to call you back at a time convenient to <b>You</b> .
	Simply telephone 0344 770 1056 and quote "Paul Baker Insurance Services Park Home and Family Legal Advice".

In order to maintain a quality service, telephone calls may be monitored or recorded.

# Important Advice

Our Paul Baker Insurance Services Economy Park Home Insurance Policy is designed to protect You against the risk of things happening suddenly which You could not have expected such as fire, theft, Flood and Storm. It is not designed to protect You against losses that arise due to the gradual deterioration or poor maintenance of Your Park Home

We want to ensure that You are fully aware of the extent of Your cover and would therefore urge You to read this Policy in full, along with the Policy Schedule. We have also taken this opportunity to bring some helpful information to **Your** attention.

This section does not form part of Your Policy and contains only examples of what is contained in Your wording.

### Collision

If someone crashes into Your fence or Your Park Home, make sure You record their name, address, vehicle registration and contact details. We will need this information to help Us try to recover any payments made under **Your Policy** from the person responsible.

# **Escape of water**

Your cover for escape of water is designed to cover damage to Your property caused by water leaks. One of the biggest risks of water damage occurs when You are away during the winter when pipes can freeze and burst, causing large amounts of damage.

It is important that **You** take steps to avoid this by keeping **Your** central heating on low so that Your pipes do not freeze over. It's always a good idea to get Your boiler checked and/or serviced by a Gas Safe/Oftec/Hetas certified engineer, depending on Your heating system, in plenty of time for winter. This will help prevent boiler failure which could leave **You** with no heating and/or hot water. If **You** want to turn **Your** heating off, then **You** should drain **Your** central heating system and switch off the water at the mains.

In addition, damage can occur due to water leaks caused when the sealant or grout around Your bath or shower has worn away or failed. It is important to inspect and maintain Your property as damage of this nature is not covered by the Policy.

Pipes often burst because they have worn out. If this happens, You should turn off the main stop tap and contact a plumber. We will be able to pay for the damage the water causes but not to repair the pipe itself.

#### **Fires**

A large percentage of fires start in the kitchen and are caused by faulty electrical appliances or unattended cooking pans and equipment – particularly chip pans. In addition candles, cigarettes, electric blankets and overloaded plug sockets cause a significant fire risk. Always purchase electrical goods from a reputable supplier as branded goods sold via untraceable Internet suppliers at much reduced prices may be counterfeit and/or may not be fitted with the appropriate safeguards against the risk of fire.

Please ensure **You** bear these risks in mind and take adequate precautions to protect everyone in Your Park Home.

Smoke alarms save many lives and significant damage every year. Please ensure that **You** have them fitted and check them regularly.

#### Flood

If water has or is expected to enter(ed) Your property, You should secure Your Park Home and move Your Valuables and essentials to an elevated place. You should also turn off all the utilities like power, water and gas supplies at their main source and disconnect all electrical appliances if possible.

#### Storms

Properties are designed to withstand damage by all but the most extreme weather conditions. Normal weather conditions should not cause damage to a well maintained property and damage to a poorly maintained **Park Home** is not covered by this **Policy**. It is therefore important that **You** keep **Your** property in a good state of repair. Areas that **You** should focus on include blocked or broken gutters or down-pipes and loose or damaged roof tiles.

Some areas like flat roofs are difficult to inspect. So if **You** cannot check them **Yourself**, **You** should employ a relevant expert to do this for You.

### **Subsidence**

Damage caused by **Subsidence** is the result of ground movement affecting **Your** property.

The most common signs of this are visible cracks to the base or within any brick skirting. New properties and/or newly made-up ground will often move for reasons other than Subsidence and this natural Settlement is not covered.

**Subsidence** and other types of ground movement can be difficult and complex to repair. It is important that **You** tell **Us** as soon as possible if **You** think **Your Park Home** may be affected

Please remember the base is owned by and is the responsibility of the site owner who You should contact in the first instance if You have concerns about it.

On occasions movement to Your Park Home may be caused by inadequate or deteriorated jacking so it is important to check **Your Park Home** chassis and jacks periodically.

### **Thefts**

Fortunately incidents of thefts on residential parks are not common. Thefts that do occur are often committed by so called 'opportunist' criminals. Your property is significantly more likely to be burgled if accessible entrances are not locked and secured.

Outbuildings and garages are attractive to criminals as they are easier to break in to and often contain valuable items such as tools. Locking these is another important step to minimising the risk of a theft.

If You are leaving the Park Home vacant, do what You can to make it appear occupied. Ask a neighbour to pick up the mail, cancel milk and any other regular deliveries, and use timers on lights if You have them.

You should also take particular care of high value items such as laptops, cameras, mobile phones and iPods if You have Personal Possessions cover. We will not cover the theft of such items if they have been left unattended outside of Your Park Home.

## Making sure your cover stays in place

We asked You a number of questions when You purchased Your Policy and it is important You tell Us if any of these things change.

These parts of **Your Policy** are called conditions. In other words, **Your** cover remaining intact may be conditional on You giving Us the right information at the start of Your Policy and then letting **Us** know if **Your** circumstances change.

Examples of changes We need to know about are:

- If Your Park Home is not going to be lived in for more than 30 days.
- If the ownership of **Your Park Home** changes.
- If Your Park Home is no longer occupied solely by You or Your Family and Friends.
- If You or Your Family have been declared bankrupt or been subject to bankruptcy proceedings.
- If You or Your Family have received a police caution for or been convicted of or charged with any offence other than driving offences.

## Checking for changes to your cover

If You have varied the basic terms of Your Policy with Us, this will be stated on Your Schedule

In addition, We may apply Endorsements that can include things like a requirement to have a burglar alarm fitted, a certain type of lock on Your doors, a larger Policy Excess on a specific section, or an increased limit for one of Your valuable items.



# **Definitions**

These definitions do not apply to Home Emergency Assistance where separate definitions apply.

Where **We** explain what a word means, that word will have the same meaning wherever it is used in the **Policy** or Schedule.

These words are highlighted by the use of **bold print** and start with a capital letter.

Definitions are listed alphabetically.

Contents	The definition of contents can be found within the section called Contents Cover within this <b>Policy</b> . This starts on page 30.
Domestic Staff	A person employed to carry out domestic duties associated with the <b>Park Home</b> and not employed by <b>You</b> in any capacity in connection with any business, trade, profession or employment.
Endorsement(s)	A change to the terms of the <b>Policy</b> as shown under Endorsements in the Schedule.
Excess	The amount <b>You</b> are required to pay as the first part of each and every claim made.
Family / They	<b>Your</b> spouse, partner, domestic partner or civil partner, children (including adopted and foster children), parents, <b>Domestic Staff</b> and other person all permanently living with <b>You</b> and not paying for their accommodation.
Flood	An invasion of the property by a large volume of water caused by a rapid build-up of or sudden release of water from outside the <b>Structures</b> .
Heave	The upward or sideways movement of the site on which <b>Your Structures</b> are situated, other than <b>Settlement</b> , caused by swelling of the ground.
Landslip	Sudden movement of soil on a slope, or gradual creep of a slope over a period of time, other than <b>Settlement</b> .

Definitions continued on next page

Money	The definition of money can be found within the section called Contents Cover within this <b>Policy</b> . This starts on page 30.			
Outbuildings	• Sheds.			
	Greenhouses.			
	Summer houses.			
	Storage lockers.			
	Other <b>Structures</b> but not including motor homes or			
	structures made of canvas, PVC or any other non rigid			
	material, which do not form part of the structure of the			
	main part of the <b>Park Home</b> and are used or occupied for			
	domestic purposes.			
Park Home	The residential home shown in the Schedule including its garages and <b>Outbuildings</b> if they form part of the property.			
Period of Insurance	The dates shown on the Schedule.			
Personal Possessions	The definition of Personal Possessions can be found within the section called Personal Possessions in this <b>Policy</b> . This starts on page 38.			
Policy	Your policy booklet and most recent Schedule which include any Endorsement(s).			
Settlement	The natural movement of new properties in the months and years after they are built.			
Storm	<ul> <li>A period of violent weather defined as:</li> <li>Wind speeds with gusts of at least 48 knots (55mph)* or</li> <li>Torrential rainfall at a rate of at least 25mm per hour or</li> <li>Snow to a depth of at least one foot (30cm) in 24 hours or</li> <li>Hail of such intensity that it causes damage to hard surfaces or breaks glass.</li> <li>*Equivalent to Storm Force 10 on the Beaufort Scale.</li> </ul>			

Definitions continued on next page

Structures	<ul> <li>The main part of the Park Home including fixtures and fittings and the following if they form part of the property:</li> <li>Steps and ramps.</li> <li>Oil and gas tanks, cesspits, septic tanks.</li> <li>Fixed hot tubs or jacuzzis, ornamental ponds, fountains.</li> <li>Walls, gates, fences, hedges, skirting, patios, decking, railings, gazebos, pergolas.</li> <li>Porches, car ports, garages including garages on nearby sites.</li> <li>External lighting, alarm systems and surveillance equipment, solar heating systems, wind turbines.</li> <li>Fixed recreational toys and brick built barbecues that You have installed or commissioned and which are situated directly adjacent to Your Park Home.</li> <li>Laminated, wooden effect or vinyl floor covering that could not reasonably be removed and re-used.</li> <li>Inspection hatches and covers all supplying Your Park Home.</li> <li>Outbuildings.</li> </ul>	
Subsidence	Downward movement of the site on which the <b>Structures</b> are situated by a cause other than <b>Settlement</b> or the weight of the <b>Structures</b> themselves.	
Unfurnished	Does not contain enough furniture and furnishings for normal living purposes.	
Unoccupied	Not lived in and not occupied overnight by <b>You</b> or <b>Your Family</b> for more than 30 consecutive days.	
Valuables	The definition of valuables can be found within the section called Contents Cover within this <b>Policy</b> . This starts on page 30.	

Definitions continued on next page

Vehicles	<ul> <li>a. Electronically or mechanically propelled or assisted vehicles including plant machinery, mini diggers, fork lift trucks, motor cycles, children's motor cycles, quad bikes and children's quad bikes.</li> <li>b. Aircraft (including any type of glider), drones (including mechanically propelled aerial toys, models or devices), boats, hovercraft and any type of craft designed to be used in or on the water including hand or foot propelled craft, sailboards and windsurfers.</li> <li>c. Trailers, carts, wagons, caravans and horse boxes.</li> <li>d. Parts, accessories, tools, fitted radios, cassette players and compact disc players and satellite navigation systems for any of the items in a – c above.</li> </ul>	
	<ul> <li>The following items are not included in this definition:</li> <li>Ride on lawn mowers only used for domestic purposes within the boundaries of the land belonging to Your Park Home.</li> <li>Wheelchairs, mobility scooters and invalid carriages, provided they are only being used for their intended purpose and by the intended user, and they are not registered for road use.</li> <li>Surfboards, water-skis, snowboards and skis.</li> <li>Toys and models.</li> <li>Pedal cycles and electrically powered pedal cycles.</li> <li>Golf trolleys which are controlled by someone on foot.</li> <li>Portable satellite navigation devices or global positioning</li> </ul>	
We/Us/Our	devices but not those fixed to a vehicle.  AXA Insurance UK plc.	
You/Your	The person or persons named in the Schedule as the Policyholder.	

### General Conditions

These conditions do not apply to Home Emergency Assistance where separate conditions apply.

You and Your Family must comply with the following conditions to have the full protection of Your Policy.

If You do not comply with them, We will take one or more of the following actions:

- Cancel Your Policy.
- Declare Your Policy void (treating Your Policy as if it never existed).
- Change the terms of Your Policy.
- Refuse to deal with all or part of any claim or reduce the amount of any claim payment.

### Providing accurate and complete information

When taking out, renewing or making changes to this **Policy**, **You** must take reasonable care to provide accurate and complete answers to all questions.

We may ask You to provide further information and/or documentation to ensure that the information You provided when taking out, making changes to or renewing Your Policy was accurate and complete.

# Taking care of your property

You and Your Family must take all reasonable precautions to avoid injury, loss or damage and take all reasonable steps to safeguard all the property insured from loss or damage.

You must maintain the Structures and Contents in good repair.

#### Precious stones

The settings of the stones in any item of jewellery exceeding the value of £1,500 must be examined by a jeweller once every three years and any defect should be taken care of as soon as possible.

#### **Dual insurance**

If any injury, loss, damage or liability under `Property owner's liability' or 'Liability to the public' is covered by any other insurance **We** will not make any payment. If any other injury, loss, damage or liability is covered by any other insurance then **We** will not pay more than Our share.

# The value of your structures

You must notify Us as soon as possible if the full value of Your Structures exceeds the amount shown in Your Policy Schedule. If the amount shown on Your Schedule represents less than 100% of the full value of Your Structures (the cost of replacement as new), We will only be able to settle claims at the percentage You are insured for. For example if the value of **Your Structures** shown on **Your** Schedule only represents 70% of the full value then **We** will not pay more than 70% of **Your** claims.

If the full value of **Your Structures** exceeds the amount shown in **Your** Schedule the cover under the **Policy** will no longer meet **Your** needs.

## The value of your contents

You must notify Us as soon as possible when the full value of Your Contents exceeds the amount shown in Your Policy Schedule. If the amount shown on Your Schedule represents less than 100% of the full value of Your Contents (the cost of replacement as new except for clothing and linen where their value should take into account their age and condition), We will only be able to settle claims at the percentage You are insured for. For example if the value of **Your Contents** shown on **Your** Schedule only represents 70% of the full value then We will not pay more than 70% of Your claims.

If the full value of **Your Contents** exceeds the amount shown in **Your** Schedule the cover under the **Policy** will no longer meet **Your** needs.

# **Updating sums insured**

This **Policy** provides fixed sums insured as shown on **Your** Schedule and does not provide for increases to take account of inflation. You must advise Us if the full value of Your Structures and/or Your Contents exceed the amount(s) shown on Your Schedule.

You should ensure that You have sufficient cover and if in doubt, You should contact Paul Baker Insurance Services for assistance

# Changes in your circumstances

You must tell Us as soon as possible if Your circumstances change or if any of the information shown in Your proposal form, statement of fact or Schedule changes during the Period of Insurance

Examples of changes **We** must be made aware of are:

- Change of address.
- Structural alteration to Your Park Home, which You must notify Us of 30 days before any structural alterations begin.
- If You or Your Family intend to let or sub let Your Park Home.
- If You or Your Family intend to use Your Park Home for any reason other than private residential purposes.
- If **Your Park Home** will be **Unoccupied** for more than 30 consecutive days.
- If Your Park Home is no longer occupied solely by You or Your Family.
- If You or Your Family have been declared bankrupt or been subject to bankruptcy proceedings.
- If You or Your Family have received a police caution for or been convicted of or charged with any offence other than driving offences.

We will then tell You if there will be any change to Your insurance premium or any change in the terms of Your Policy.

You must ensure that You provide accurate and complete information when asked questions about the changes in Your circumstances.

If You are in any doubt please contact Paul Baker Insurance Services.

### **Fraud**

Throughout Your dealings with Us, We expect You and Your Family to act honestly.

If You or anyone acting for You:

- Knowingly makes a fraudulent or exaggerated claim under **Your Policy**, or
- Knowingly makes a false statement in support of a claim, or
- Submits a knowingly false or forged document in support of a claim, or
- Makes a claim for any loss or damage caused by Your wilful act or caused with Your agreement knowledge or collusion;

#### Then:

- We will cancel Your Policy.
- We will not pay any fraudulent claims.
- We will be entitled to recover from You the amount of any fraudulent claim already paid under the **Policy** since the start date.
- We will not return any premium paid by You for the Policy.

• We will inform the police of the circumstances.

## Cancelling your cover

## Statutory cancellation rights

You may cancel this Policy within 14 days of receipt of the Policy documents (the cancellation period), whether for new business or at the renewal date, by giving notice to:

Mail	Paul Baker Insurance Services 16 Hewlett Road, Cheltenham, Gloucestershire, GL52 6AA	
Tel	01242 505840	
Email	enquiries@pbinsurance.co.uk quoting <b>Your Policy</b> number.	

If cover has not started **We** will refund the full premium. If cover has started **We** will keep an amount of premium in proportion to the time You have been on cover and refund the rest to **You** provided no claims have occurred. If any claims have been made **You** will not receive a refund of premium.

## Cancellation outside the statutory period

You may cancel this **Policy** at any time by giving **Us** prior written notice to the above address

As long as You have not received payment, or are not in the process of making a claim, and have not suffered a loss for which **You** are intending to make a claim during the period **You** have been on cover, We will keep an amount of Premium in proportion to the time You have been on cover and refund the rest to You.

If You have received payment for, or are in the process of making a claim, there is no refund of **Premium**. If **You** are paying **Your Premium** by instalments **You** will either have to continue with the instalments until the **Policy** renewal date or **We** may, at **Our** discretion, take the outstanding instalments **You** still owe from any claim payment **We** make.

# Our right to cancel your cover

We reserve the right to cancel Your Policy when there is a valid reason to do so. Valid reasons include:

- You provide Us with inaccurate or incomplete information. Please see 'Providing accurate and complete information' on Page 13.
- You make a change to Your information which renders the risk no longer acceptable for **Us** to insure. Please see 'Changes in your Circumstances' on page 15.
- You act in a fraudulent manner. Please see 'Fraud' on page 15 for further information.
- You fail to supply requested validation documents. Please see the Claims Conditions section starting on page 18 for further information.
- You use threatening or abusive behaviour or language towards Our staff or suppliers.

If We cancel Your Policy, We shall provide You with 14 days prior written notice by recorded delivery to Your last known address. Within this notice We will advise You of Our reasons for cancelling Your Policy and any premium refund will be calculated in accordance with the above. If We cancel Your Policy because You have acted in a fraudulent manner We will not return any premium paid by **You** for the policy and **We** may not provide any prior written notice

# Non payment of premiums

We reserve the right to cancel this **Policy** by providing 14 days prior written notice in the event of non payment of the premium or default if You are paying by instalments.

#### Sanctions

We will not provide cover, be liable to pay any claim or provide any benefit where doing so would expose **Us** to:

- any sanctions, prohibitions or restrictions under United Nations resolutions; or
- the trade or economic sanctions, laws or regulations of the European Union, United Kingdom, or United States of America

# Claims Conditions

These conditions do not apply to Home Emergency Assistance which has separate conditions.

You and Your Family must comply with the following claims conditions to have the full protection of Your Policy.

If You or Your Family do not comply with them, We may take one or more of the following actions:

- Cancel Your Policy.
- Change the terms of Your Policy.
- Refuse to deal with all or part of any claim or reduce the amount of any claim payment.

### The first thing you must do

If property is lost, or theft or malicious damage is suspected, You must inform the police as soon as possible and obtain a crime or lost property reference number.

We recommend that You check Your Policy cover. Check that the loss or damage is covered. This **Policy** contains details of what is covered and how claims are settled.

# You should always

- Contact Paul Baker Insurance Services by telephone on 01242 508960.
- Alternatively You can send an email to claims@pbinsurance.co.uk. You should only notify by email if You do not need urgent assistance.
- Take all reasonable steps to recover missing property.
- Take all reasonable steps to prevent further damage.

# Claims process

When You telephone Paul Baker Insurance Services on 01242 508960 they will do the followina:

- a. Take details of the loss.
- b. Where appropriate, arrange for an approved tradesperson to provide **Us** with an estimate or undertake emergency repairs immediately.
- c. Instruct an approved supplier to contact You if appropriate.
- d. Where necessary, arrange for someone to call or contact **You** by telephone as soon as possible to discuss **Your** claim. This person may be one of **Our** own claims staff or an independent Chartered Loss Adjuster.

## **Emergency process**

We provide a 365 days a year, 24 hours a day Domestic Helpline. By telephoning the Helpline shown in **Your** Schedule and the Important Telephone Numbers on page 5 in **Your** Policy, a tradesperson will be appointed. Please refer to the Home Emergency Assistance section in Your Policy for the full terms and conditions.

We should however be given the opportunity to inspect the damage before permanent repairs are commenced or any item is disposed of.

## What you must do after making your claim

- Tell **Us** and provide full details in writing as soon as possible if someone is holding **You** or Your Family responsible for damage to their property or bodily injury to them and send to **Us** any writ, summons, letter of claim or other document.
- If requested, send written details of **Your** claim to **Us** within 30 days.
- To help prove **Your** claim **We** may require **You** to provide original purchase receipts, invoices, bank or credit card statements, instruction booklets, photographs, utility bills, pre-purchase surveys or plans and deeds to Your property.
- To help assist with dealing with **Your** claim **We** may require **You** to obtain estimates for the replacement or repair of the damaged property.
- We will only ask for information relevant to Your claim and We will pay for any reasonable expenses You incur in providing the above information as part of Your claim

## What you must not do

- · Admit or deny any claim made by someone else against You or Your Family or make any agreement with them.
- · Abandon any property to Us.
- Dispose of damaged items as **We** may need to see them.

### What we are entitled to do

We are entitled to take over any rights in the defence or settlement of any claim and to take proceedings in **Your** name for **Our** benefit against any other party.

We are entitled to take possession of the property insured and deal with any salvage. We may also pursue any claim to recover any amount due from a third party in Your name.

# How We Settle Claims

### Structures and Contents and Personal Possessions sections

We may repair, reinstate or replace the damaged property. If We cannot replace, reinstate or repair the property **We** may pay for the loss or damage in cash or cash alternative (including vouchers and/or store cards)

Where **We** can offer repair, reinstatement or replacement through a preferred supplier, but **We** agree to pay a cash settlement, then the payment will not exceed the amount **We** would have paid the preferred supplier.

If no equivalent replacement is available then **We** will pay the full replacement cost of the item with no discount applied.

With Your agreement We may appoint an approved supplier to act on Our behalf to validate Your claim. They are authorised to arrange a quotation, a repair or a replacement.

#### Will a deduction be made for wear and tear?

Structures	If repair or reinstatement is carried out there will be no deduction, except the <b>Excess</b> , provided that they have been maintained in good repair.
Contents	There will be no deduction for <b>Contents</b> , except the <b>Excess</b> , provided they have been maintained in good repair except for items of clothing and linen where a deduction will be made for wear, tear and depreciation.
Personal Possessions	There will be no deduction for <b>Personal Possessions</b> , except the <b>Excess</b> , provided they have been maintained in good repair.

## Matching sets, suites and carpets

Where items originally purchased as part of a set cannot be matched and an appropriate replacement cannot be sourced, We will pay for accompanying items from a bathroom suite, three piece suite, or kitchen unit (excluding kitchen appliances) if one individual item is damaged.

In all other circumstances an individual item from a matching set of articles is regarded as a single item. We will pay You for individual damaged items but not for undamaged companion pieces.

If a floor covering is damaged beyond repair **We** will only pay to have the damaged floor covering replaced. We will not pay for undamaged floor covering in adjoining rooms.

# General Exclusions

These exclusions apply throughout Your Policy.

## We will not pay for:

#### Riot /civil commotion

Any loss, damage or liability occasioned by or happening through riot or civil commotion outside the United Kingdom, the Isle of Man or the Channel Islands.

#### Sonic bangs

Loss or damage by pressure waves caused by aircraft and other aerial devices travelling at sonic or supersonic speeds.

#### Reduction in market value

Any reduction in market value of any property following its repair or reinstatement.

#### Confiscation

Any loss or damage or liability occasioned by or happening through confiscation or detention by customs or other officials or authorities.

### The exclusions above do not apply to the following covers

- Liability to Domestic Staff.
- Tenant's liability.
- · Liability to the public.
- Property owner's liability.

#### Radioactive contamination

Loss, damage or liability to any property or any other loss, damage or additional expense following on from the event for which **You** are claiming arising from:

- Ionising radiations or contamination by radioactivity from any irradiated nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel.
- The radioactive, toxic, explosive, or other hazardous properties of any explosive nuclear assembly or of its nuclear component.

#### War risks

Any loss, damage or liability caused by or happening through war, invasion, act of foreign enemy hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection or military or usurped power.

### **Terrorism**

Any loss, damage, cost or expenses of whatsoever nature directly or indirectly caused, occasioned by, happening through or in consequence of, terrorism. Any action taken in controlling, preventing or suppressing any acts of terrorism or in any way relating hereto.

For the purpose of this exclusion, 'terrorism' means the use of biological chemical and/ or nuclear chemical and/or nuclear force or contamination and/or threat thereof by any person or group of persons, whether acting alone or on behalf of or in connection with, any organisation(s) or government(s) committed for political, religious, ideological or similar purposes including the intention to influence any government and/or to put the public in fear. However, losses caused by or resulting from riot, attending a strike, civil commotion and malicious damage are not excluded hereunder.

### Pollution /contamination

Any loss, damage, liability or bodily injury arising directly or indirectly from pollution or contamination unless caused by the following.

- A sudden and unforeseen and identifiable incident.
- Leakage of oil from a domestic oil installation at Your Park Home.

### Gradual deterioration /maintenance

Any loss or damage caused gradually, or by wear and tear, depreciation, the effects of light or the atmosphere, mould, dry or wet rot or fungus, and costs that arise from the normal use, maintenance and upkeep of Your Structures and Contents.

# Deliberate loss or damage

Any loss or damage caused or allowed to be caused-deliberately, wilfully, maliciously, illegally or unlawfully by You or Your Family or anyone lawfully in the Park Home.

## Wood Burning and Solid Fuel Heaters or Stove

This insurance does not provide any cover in respect of loss, damage, liability, death, bodily injury or illness caused by the use of any wood burning or solid fuel heater or stove within Your Park Home unless the wood burning or solid fuel heater or stove:

- · is the manufacturer's standard design, and
- was installed by a qualified person accredited by HETAS or similar, and
- is inspected at least once every 12 months by a qualified person accredited by HETAS or similar and all defects identified by such inspection remedied within 30 days of the inspection.

# Structures Cover

Your Schedule will show if this Section is in force.

# What is the most we will pay?

We will not pay in total more than the Maximum Limit shown for Structures in Your Policy Schedule for any one claim under causes 1–11, and for covers 13, 14, 17 - 19. For cover 12 We will pay all reasonable and necessary cost and for covers 15 and 16 We will pay up to the limits shown

What is covered	What is not covered	
Loss or damage to the <b>Structures</b> by the following causes:	The amount of the <b>Excess</b> shown in the Schedule except for covers 15 and 19.	
1. Storm or Flood.	1. Loss or damage:  a. To gates, hedges and fences.  b. To drives, patios and paths unless <b>Your</b> Park Home has been damaged at the same time and by the same cause.  c. By <b>Storm</b> to radio or television aerials or satellite dishes.  d. By frost.  e. Caused by rising ground water levels.	
2. Escape of water caused by water leaking from or freezing in: a. A fixed: i. Water installation. ii. Drainage installation. iii. Heating installation. b. A washing machine, dishwasher, water bed, refrigerator or deep freeze cabinet.  We will also pay the necessary and reasonable costs that You incur in locating the source of the damage, including the reinstatement of any wall, floor or ceiling removed or damaged during the search.	<ul> <li>2. a. The first £250 of each and every claim. This will apply in addition to any other Excess applicable.</li> <li>b. Loss or damage while the Park Home is Unoccupied or Unfurnished.</li> <li>c. Caused by failure or lack of sealant and/or grout.</li> </ul>	

Continued on next page

Continued from previous page

Continued from previous pa			
covered	Wh	at is not covered	
e will not pay more than £1,000 for cating the source of damage for any e claim.			
mage caused by the escape of iter is covered but damage to the urce of the leak is only covered if the ured cause or cover is operative.			
cape of oil from a fixed oil—fired ating installation including smoke d smudge damage by vaporisation e to a defective oil—fired heating tallation.  will also pay the necessary and asonable costs that You incur in cating the source of the damage cluding the reinstatement of any wall, or or ceiling if removed or damaged ring the search.  will not pay more than £1,000 for cating the source of damage for any e claim.  mage caused by the escape of oil is vered, but damage to the source of	3.	Loss or damage while the Park Home is Unoccupied or Unfurnished.	
e leak is only covered if an insured use or cover is operative.			
<b>bsidence</b> or <b>Heave</b> of the site which the <b>Structures</b> stand, or <b>ndslip</b> .	4.	Loss or damage: a. Caused by normal <b>Settlement</b> , shrinkage or expansion. b. Resulting from coastal or river bank erosion. c. Arising from construction, structural alteration, repair or demolition. d. Arising from the use of defective materials, defective design, or faulty workmanship.	
	will not pay more than £1,000 for rating the source of damage for any e claim.  mage caused by the escape of the is covered but damage to the turce of the leak is only covered if the turce of the leak is only covered if the turce of the leak is only covered if the turce of the leak is only covered if the turce cause or cover is operative.  Tape of oil from a fixed oil—fired atting installation including smoke do smudge damage by vaporisation to a defective oil—fired heating stallation.  Will also pay the necessary and sonable costs that You incur in the source of the damage luding the reinstatement of any wall, for or ceiling if removed or damaged from the search.  Will not pay more than £1,000 for the same caused by the escape of oil is wered, but damage to the source of the leak is only covered if an insured the source of the site which the Structures stand, or	will not pay more than £1,000 for atting the source of damage for any e claim.  mage caused by the escape of ter is covered but damage to the curce of the leak is only covered if the curce of the leak is only covered if the curce of the leak is only covered if the curce of oil from a fixed oil–fired atting installation including smoke defective oil–fired heating tallation.  will also pay the necessary and sonable costs that <b>You</b> incur in atting the source of the damage luding the reinstatement of any wall, for or ceiling if removed or damaged fring the search.  will not pay more than £1,000 for atting the source of damage for any eclaim.  mage caused by the escape of oil is vered, but damage to the source of the leak is only covered if an insured use or cover is operative.  bisidence or Heave of the site which the Structures stand, or	

Continued on next page

### Continued from previous page

Continued from previous pag			
Wr	nat is covered	Wh	at is not covered
			e. To boundary and garden walls, terraces, gates, hedges and fences, paths and drives, patios, skirting, decking and railings unless the <b>Park Home</b> has been damaged at the same time by the same cause.  f. To, or resulting from movement of, solid floor slabs and non loadbearing walls unless the foundations beneath the loadbearing walls of the <b>Park Home</b> are damaged at the same time by the same cause.
5.	Theft or attempted theft	5.	Loss or damage while the <b>Park Home</b> is <b>Unoccupied</b> or <b>Unfurnished</b> unless there has been forcible and violent entry to, or exit from, the <b>Park Home</b> .
6.	Loss or damage caused by collision by aircraft, aerial devices, road or rail <b>Vehicles</b> (or anything dropped from them), or animals.	6.	Loss or damage caused by:  a. Domestic pets.  b. Insects.
7.	Falling trees or branches.	7.	a. The cost of removal if the fallen tree or branch has not caused damage to the <b>Structures</b> or <b>Contents</b> or is not preventing access to the <b>Park Home</b> . b. Loss or damage caused during tree felling, lopping or topping.
8.	<ul> <li>Breakage or collapse of:</li> <li>a. Satellite dishes.</li> <li>b. TV or radio aerials, aerial fittings or masts.</li> <li>c. Lampposts.</li> <li>d. Solar panels.</li> <li>e. Telegraph poles.</li> <li>f. Electricity pylons, poles or overhead cables.</li> </ul>	8.	Loss or damage to the items themselves.  Certain items may be covered under the Contents Cover section.

Wh	at is covered	What is not covered
9.	Fire, smoke, explosion, lightning, earthquake.	Smoke damage arising gradually or out of repeated exposure.
10.	Malicious persons or vandals.	10. a. Loss or damage while the Park Home is Unoccupied or Unfurnished b. Damage caused by You or Your Family or any persons You or Your Family have allowed into Your Park Home.
11.	Riot, civil commotion, strikes, labour and political disturbances.	
Th	e following covers are included i	n this section.
12.	Site clearance resiting and delivery fees Necessary expenses for resiting, rebuilding or repairing the <b>Structures</b> as a result of damage covered by Structures Cover for: a. Architects, surveyors, consulting engineers and legal fees. b. The cost of site clearance or demolishing or shoring up the <b>Structures.</b> c. The cost of resiting and delivery of a replacement <b>Park Home</b> d. The cost to comply with government or local authority requirements.	12. The cost to comply with government or local authority requirements where the order predates the loss or damage.

What is covered	What is not covered
<ul> <li>13. Pipes and cables     Accidental damage to:     a. Cables.     b. Drain inspection covers.     c. Underground drains, pipes or tanks providing services to or from the     Park Home and for which you are responsible.</li> <li>We will also pay up to £1,000 for any one claim for necessary and reasonable</li> </ul>	13. Loss or damage to pitch fibre drains caused by inherent defects in the design, material, construction, or installation of the pipes and drains.
costs that <b>You</b> incur in locating the source of the damage including the reinstatement of any skirting, wall, drive, fence or path removed or damaged during the search.	
If it is discovered that the cause is not accidental damage then unless one of the other causes is operative there will be no cover.  13.	
14. Glass and sanitaryware Accidental breakage of: a. Fixed glass in: i. Windows. ii. Doors. iii. Fanlights. iv. Skylights. v. Greenhouses. vi. Conservatories. vii. Verandahs. b. Ceramic hobs and ceramic tops of cookers c. Fixed sanitaryware and bathroom fittings	14. a. Loss or damage while the Park Home is Unoccupied or Unfurnished b. Damage to property that does not form part of the Park Home

Wh	at is covered	What is not covered	
15.	Replacement of locks  We will pay for the cost of replacing keys and locks or lock mechanisms to: a. External doors and windows of the Park Home b. A safe within, or an alarm protecting, the Park Home following the theft of their keys.  We will not pay more than £100 for any one claim.  Assistance for Emergency Key Replacement for lost keys is provided under Home Emergency Assistance.	<ul> <li>The cost of replacing keys and a garage or <b>Outbuilding</b>.</li> <li>If <b>You</b> have chosen both <b>Struct</b> and <b>Contents</b> insurance then <b>V</b> only pay under one section for claim.</li> </ul>	ures Ve will
16.	Alternative accommodation While Your Park Home cannot be lived in because of loss or damage covered under this section of the Policy, We will pay for the reasonable cost of alternative accommodation for You, Your Family and Your domestic pets.  We will not pay more than 20% of the Structures Sum Insured for any one claim.		
17	Emergency entry Loss or damage to the <b>Structures</b> caused when the Fire, Police or Ambulance Service has to force an entry to the <b>Structures</b> because of an emergency involving <b>You</b> or <b>Your Family</b>		

What is covered	What is not covered
18. Contracting purchaser If <b>You</b> have contracted to sell <b>Your Park Home</b> , the purchaser shall have the full protection of <b>Your Policy</b> in respect of the <b>Structures</b> up to the date of completion of the purchase as long as the <b>Park Home</b> is not covered by any other insurance.	
19. Property owner's liability Any amount that <b>You</b> or <b>Your Family</b> become legally liable to pay as compensation (including claimant's costs and expenses) arising from <b>Your</b> ownership (but not occupation) of the premises which causes accidental bodily injury including death, disease and injury to any person or damage to property.  Arising from: a. <b>Your</b> ownership of the <b>Structures</b> . b. Defective work carried out by <b>You</b> or <b>Your Family</b> or on <b>Your</b> behalf to any private residence within the United Kingdom, the Isle of Man or the Channel Islands disposed of by <b>You</b> or <b>Your Family</b> before the occurrence of bodily injury or damage in connection with such private residence. <b>We</b> will not pay more than £5,000,000 (including costs and expenses agreed by <b>Us</b> in writing) for any claim or series of claims arising from any one event or one source or original cause.	<ul> <li>19. Your legal liability to pay compensation arising directly or indirectly from: <ul> <li>a. An agreement which imposes a liability on You which You would not be under in the absence of such agreement.</li> <li>b. The use of the Park Home for any business, trade, profession or employment.</li> <li>c. Death or bodily injury illness or disease to any person who is a member of Your Family residing with You or any person under a contract of service.</li> <li>d. Damage to property belonging to or under the control of You or a member of Your Family permanently residing with You.</li> <li>e. Death, bodily injury or damage caused by lifts, hoists or Vehicles.</li> <li>f. Arising more than seven years after this Policy has expired or been cancelled.</li> <li>g. Rectifying any fault or alleged fault.</li> <li>h. Any liability which is covered under a more specific policy.</li> </ul> </li> </ul>

# **Contents Cover**

# Your Schedule will show if this Section is in force.

Tour Schedule will show if this section is in force.				
What are contents?	What contents are not covered?			
All of the following things are included provided that they belong to <b>You</b> or <b>Your Family</b> , or <b>You</b> or <b>They</b> are legally responsible for them, and that they are mainly used for private purposes. <b>Household Goods</b> Furniture, electrical items, floor coverings, tools and other items used in <b>Your Park Home</b> . This includes tenants' fixtures, fittings and interior decorations.	<ul> <li>a. Vehicles and caravans.</li> <li>b. Parts, accessories, tools, fitted radios, cassette players and compact disc players for the things in (a.) above.</li> <li>c. Any living creature.</li> <li>d. Documents</li> <li>e. Lottery tickets and raffle tickets.</li> <li>f. Any part of the Structures other than fixtures and fittings for which You are responsible as the occupier.</li> </ul>			
Personal Effects Clothes and items of a personal nature likely to be worn, used or carried. For example portable radios and TV's, hand held computer consoles, MP3 players, mobile phones and sports equipment. It does not include Valuables or Money.  Valuables Jewellery (including costume jewellery) articles of/or containing gold, silver or other precious metals, cameras (which includes camera lenses), binoculars, watches, furs, paintings and other works of art, collections of stamps, coins and medals.  Money Coins and bank notes in current use, cheques, postal orders, postage stamps which are not part of a collection, trading stamps, premium bonds, saving stamps or certificates, luncheon vouchers, record book or similar tokens, money orders, travel tickets including season tickets, petrol coupons, gift tokens, phonecards, prebooked event and entertainment tickets and electronic money cards.				
This does not include credit card, cheque card or cash dispenser card liability.				

# What is the most we will pay?

We will not pay in total more than the Maximum Limit shown for Contents in Your Policy Schedule for any one claim under causes 1–13, and for cover 20. We will pay up to the limits shown for covers 14-19, and 21.

The following limits apply	
Any one <b>Valuable</b>	£1,500
Any total claim for <b>Valuables</b>	£7,500
Money	£150

These are the standard limits. If **You** have increased any of them, the revised limits which apply to Your Policy will be shown in Your Schedule.

What is covered		Wh	at is not covered
Loss or damage to <b>Your</b> or <b>Your Family's Contents</b> while they are in the <b>Park Home</b> by following causes:		The amount of the <b>Excess</b> shown in the Schedule except for covers 14, 15 and 17 - 19.	
1.	Fire, smoke, explosion, lightning, earthquake.	1.	Smoke damage arising gradually or out of repeated exposure.
2	Storm or Flood.	2.	Loss or damage caused by frost.
3.	Theft or attempted theft.	3.	<ul> <li>a. Loss or damage while the Park Home is Unoccupied or Unfurnished unless there has been forcible and violent entry to, or exit from, the Park Home.</li> <li>b. Loss where property is obtained by any person using any form of payment which proves to be counterfeit, false, fraudulent, invalid, uncollectable, irrecoverable or irredeemable for any reason.</li> <li>c. Loss or damage from the Park Home if any part of it is occupied by anyone other than You or Your Family unless there has been forcible and violent entry to, or exit from, the Park Home.</li> <li>d. Loss or damage as a result of any failed online purchase or transaction.</li> </ul>

Wh	at is covered	What is not covered
4.	Escape of water from:  a. A fixed: i. Water installation. ii. Drainage installation. iii. Heating installation. b. A washing machine, dishwasher, water bed, refrigerator or deep freeze cabinet.	<ul> <li>4. a. The first £250 of each and every claim. This will apply in addition to any other Excess applicable.</li> <li>b. Loss or damage while the Park Home is Unoccupied or Unfurnished.</li> <li>c Caused by failure or lack of sealant and/or grout.</li> </ul>
	Damage caused by the escape of water is covered but damage to the source of the leak is only covered if an insured cause or cover is operative.	
5.	Escape of oil from a fixed oil-fired heating installation including smoke and smudge damage by vaporisation due to a defective oil-fired heating installation.	5. Loss or damage while the <b>Park Home</b> is <b>Unoccupied</b> or <b>Unfurnished</b> .
	Damage caused by the escape of oil is covered, but damage to the source of the leak is only covered if an insured cause or cover is operative.	
6.	Malicious persons or vandals.	a. Loss or damage while the Park Home is Unoccupied or Unfurnished. b. Malicious damage caused by You or Your Family or any persons You or Your Family have allowed into Your Park Home.
7.	Riot, civil commotion, strikes, labour and political disturbances.	
8.	<b>Subsidence</b> or <b>Heave</b> of the site on which the <b>Structures</b> stand, or <b>Landslip</b> .	Loss or damage resulting from coastal or river bank erosion.
9.	Loss or damage caused by collision by aircraft, aerial devices, road or rail <b>Vehicles</b> (or anything dropped from them), or animals.	9. Loss or damage caused by: a. Domestic pets. b. Insects.

	-
What is covered	What is not covered
10. Falling trees or branches.	a. The cost of removing fallen trees or branches unless the <b>Structures</b> or <b>Contents</b> have also been damaged.     b. Loss or damage caused during tree felling, lopping or topping.
<ul> <li>Breakage or collapse of: <ul> <li>a. Satellite dishes.</li> <li>b. TV or radio aerials, aerial fittings or masts.</li> <li>c. Lampposts.</li> <li>d. Solar panels.</li> <li>e. Telegraph poles.</li> <li>f. Electricity pylons, poles or overhead cables.</li> </ul> </li> </ul>	<ul> <li>a. Mechanical or electrical breakdown or failure.</li> <li>b. Damage caused by or in the process of cleaning, maintenance, repair or dismantling.</li> <li>c. Damage to equipment not in or attached to the <b>Structures</b>.</li> <li>d. Loss or damage to the items themselves.</li> <li>Cover for items in or on the <b>Park</b></li> <li>Home may be covered – see cover 12.</li> </ul>
The following covers are included i	n this section.
<ul> <li>12. Entertainment equipment     Accidental damage to:     a. Television sets, stereos, home     cinema and home entertainment     units and radios.</li> <li>b. MP3 players, CD players, record</li> </ul>	<ul> <li>12. a. Mechanical or electrical breakdown or failure.</li> <li>b. Damage to records, discs, cassettes and tapes.</li> <li>c. Accidental damage or contamination to computers or computer</li> </ul>

- players and tape recorders.
- c. Blu-ray players, DVD players, video recorders and games consoles and players.
- d. Computers (including portable computers).
- e. Cable /satellite /digital television receivers.
- f. Television aerials and satellite dishes.

- equipment by:
  - i. Erasure or distortion of data.
  - ii. Accidental erasure or mislaying or misfiling of documents or records.
  - iii. Viruses.
- d. Damage caused by or in the process of cleaning, maintenance, repair, dismantling or altering.
- e. Loss arising from the cost of remaking any film, disc or tape, or the value of any information contained on it.
- f. Damage to equipment not in or on the Park Home.
- g. Loss or damage by chewing, scratching, tearing or fouling by Your domestic pets.
- h. Mobile phones.

Wh	at is covered	What is not covered
13.	Mirrors and glass Accidental breakage of: a. Mirrors. b. Fixed glass in and glass tops of furniture. c. Ceramic hobs and ceramic tops of cookers. d. Glass oven doors.	<ul> <li>13. a. Loss or damage while the Park Home is Unoccupied or Unfurnished.</li> <li>b. Loss or damage to Your or Your Family's Contents while they are not in Your Park Home</li> </ul>
14.	Replacement of locks  We will pay for the cost of replacing keys and locks or lock mechanisms to: a. External doors and windows of the Park Home b. A safe within, or an alarm protecting, the Park Home following the theft of their keys.  We will not pay more than £100 for any one claim.  Assistance for Emergency Key Replacement for lost keys is provided under Home Emergency Assistance.	<ul> <li>The cost of replacing keys and locks to a garage or Outbuilding.</li> <li>If You have chosen both Structures and Contents insurance then We will only pay under one section for any one claim.</li> </ul>
15.	Frozen food Loss or damage to food in the cold chamber of any refrigerator or deep freeze cabinet which is made unfit for eating by: a. A change in temperature. b. Contamination by refrigerant or refrigerant fumes. The refrigerator or deep freeze cabinet must be: 1. In Your Park Home. 2. Owned by or be the responsibility of You or Your Family.  We will not pay more than £100 for any one claim.	<ul> <li>15. Loss or damage resulting from:</li> <li>a. The deliberate act of You or Your Family or any electricity supplier.</li> <li>b. Strike, lock—out or industrial dispute.</li> <li>c. Property mainly used for business, trade, profession or employment purposes.</li> </ul>

\//r	nat is covered	What is not covered
	Alternative accommodation While the <b>Park Home</b> cannot be lived in because of loss or damage covered under this section of the <b>Policy</b> , <b>We</b> will pay for the reasonable cost of alternative accommodation for <b>You</b> , <b>Your Family</b> and <b>Your</b> domestic pets. <b>We</b> will not pay more than 20% of the <b>Contents</b> Sum Insured for any one claim.	What is not covered
17.	Liability to domestic staff Subject to the limit below, <b>We</b> will pay any amount that <b>You</b> or <b>Your Family</b> become legally liable to pay as compensation (including claimant's costs and expenses) for death, bodily injury or illness of any <b>Domestic Staff</b> within the United Kingdom, the Channel Islands and the Isle of Man. <b>We</b> will not pay more than £10,000,000 in respect of all compensation (which includes costs and expenses agreed by <b>Us</b> in writing) for any one claim or series of claims arising from any one event or one source or original cause.	17. Your or Your Family's legal liability to pay compensation or costs for bodily injury (including death) sustained by any Domestic Staff when they are:  a. Carried in or on a Vehicle, or b. Entering into or getting out of a Vehicle where such bodily injury or illness (including death) is caused by or as a result of Your or Your Family's use of a Vehicle.
18.	Liability to the public  We will pay up to £5,000,000 (including costs and expenses agreed by Us in writing) for any one claim, or series of claims, arising from any one event or one source or original cause that You become legally liable to pay as compensation (including claimant's costs and expenses) occurring during the Period of Insurance for accidental:  a. Death, bodily injury or illness of any person.	<ul> <li>18. Legal liability to pay compensation or costs arising from the following: <ul> <li>a. Any business, trade, profession or employment.</li> <li>b. The transmission of any contagious disease or virus.</li> <li>c. Owning, possessing or using a Vehicle.</li> <li>d. Owning, possessing or using drones including mechanically propelled aerial toys, models or devices.</li> <li>e. Owning, possessing or using a dangerous dog of one of the following breeds: Pit Bull Terrier, Japanese Tosa, Dogo Argentino, Fila</li> </ul> </li></ul>

Continued on next page

	Continued from previous page
What is covered	What is not covered
b. Damage to material property not belonging to or in the custody or c. control of You, Your Family or Domestic Staff arising from:  i. The occupation of the Park Home (but not its ownership).  ii. The private pursuits of You or Your Family.  iii. The employment by You or Your Family of Domestic Staff.	Brasileiro, and cross breeds of these with any other breed.  f. Owning any species of animal not domesticated in the UK.  g. Any action for damages brought in a court outside the United Kingdom, the Channel Islands or the Isle of Man.  h. Death or bodily injury or illness to You or Your Family  i. Any liability which is covered under a more specific policy.
19. Tenant's liability (applicable if the Park Home is rented) Any amount that You or Your Family become legally liable to pay as tenant of the Park Home in respect of: a. Damage to the Structures by any cause specified under Structures Cover of this Policy. b. Accidental damage to cables drain inspection covers or underground drains pipes or tanks providing a service to or from the Park Home. c. Accidental breakage of: i. Fixed glass in: a. Windows. b. Doors. c. Fanlights. d. Skylights. e. Greenhouses. f. Conservatories. g. Verandahs. ii. Fixed ceramic hobs or hob covers. iii. Fixed sanitaryware and bathroom fittings.  We will not pay more than 20% of the Contents sum insured for any claim or series of claims arising from any one event or one source or original cause.	19. Loss or damage to gates, hedges and fences.

Wh	at is covered	What is not covered
20.	Emergency entry Loss or damage to the <b>Contents</b> caused when the Fire, Police, or Ambulance Service has to force an entry to the <b>Structures</b> because of an emergency (or perceived emergency) involving <b>You</b> or <b>Your Family</b> .	
21.	Garden cover	Garden cover
A.	Contents in the open Loss or damage by causes 1 and 3-11 to Contents while in the open within the boundaries of the land belonging to Your Park Home.  We will not pay more than £250 for any one claim.  Items such as garden furniture, external statues and garden pots are included within this section.	<ul> <li>a. To Valuables or Money.</li> <li>b. To business equipment.</li> <li>c. Caused by Storm or Flood.</li> <li>d. Loss or damage caused by theft or attempted theft from an unattended motor vehicle unless the items are hidden from view in a boot or glove compartment, and all windows are</li> </ul>
В.	Garden plants Loss or damage to plants and trees by causes 1, 3, 6 & 7 while in the open within the boundaries of the land belonging to <b>Your Park Home</b> .  We will not pay more than £250 for any one claim.  This includes shrubs, trees, rockeries, bushes and vegetables.	B. Garden plants Loss or damage while the <b>Park Home</b> is <b>Unoccupied</b> or <b>Unfurnished</b> .

# Personal Possessions

Your Schedule will show if this Section is in force.

#### What are Personal Possessions?

All of the following things are included provided that they belong to **You** or **Your Family** or that You or Your Family are legally responsible for them and they are mainly used for private purposes.

Personal Effects	Clothes and items of a personal nature likely to be worn, used or carried. For example portable radios and TV's, handheld computer consoles, MP3 players, mobile telephones and sports equipment.
Valuables	This means jewellery (including costume jewellery), articles of or containing gold, silver or other precious metals, cameras (which includes camera lenses), binoculars, watches, furs, paintings and other works of art, collections of stamps, coins and medals.
Money	This means coins and bank notes in current use, cheques, postal orders, postage stamps which are not part of a collection, trading stamps, premium bonds, saving stamps or certificates, luncheon vouchers, record book or similar tokens, money orders, travel tickets including season tickets, petrol coupons, gift tokens, phonecards, pre-booked event and entertainment tickets and electronic money cards. This does not include credit card, cheque card or cash dispenser card liability.

# What is the most we will pay?

We will not pay more in total than the Maximum Limit for Personal Possessions shown in Your Policy Schedule for any one claim.

The sum insured for **Personal Possessions** is included within the sum insured for **Contents** and is not in addition to it.

The following limits apply	
Money	£500
Credit Card	£1,000
Any one unspecified article	£1,000
Specified article	The <b>Personal Possessions</b> sum insured as shown for the article in <b>Your Policy</b> Schedule.

What is covered	What is not covered
1. Loss or damage to Personal Effects, Valuables and Money belonging to You or Your Family whilst anywhere in the world.  1. Loss or damage to Personal Effects, Valuables and Money belonging to You or Your Family whilst anywhere in the world.	<ol> <li>The amount of the Excess shown in the Schedule.</li> <li>Loss or damage:         <ul> <li>Arising from the cost of remaking any film, disc or tape or the value of any information held on it.</li> <li>Caused by, or in the process of, cleaning, maintenance, repair, dismantling, restoring, altering, dyeing or washing.</li> <li>Caused by chewing, scratching, tearing or fouling by Your domestic animals.</li> <li>Caused by insects.</li> <li>Caused by theft or attempted theft from an unattended motor vehicle unless the items are hidden from view in a boot or glove compartment, and all windows are closed and all doors, including the boot, are locked.</li> <li>To items not in the care, custody or control of You or Your Family.</li> <li>Caused by theft or attempted theft from an unlocked hotel room.</li> <li>Arising from depreciation in value or other loss, damage or additional expense following on from the event for which You are claiming.</li> <li>By mechanical or electrical breakdown or failure.</li> <li>Caused to a Vehicle.</li> <li>To parts, accessories, tools and fitted radios, cassette players and compact disc players, MP3 and DVD players and satellite navigation systems for any Vehicle.</li> <li>To any property or Money mainly used or held for the purpose of business, trade, profession or employment.</li> </ul> </li> </ol>



	Continued from previous page
What is covered	What is not covered
	<ul> <li>m. To plants or any living creature.</li> <li>n Loss or damage as a result of any failed online purchase or transaction.</li> <li>o. To documents.</li> <li>p. Where property is obtained by any person using any form of payment which proves to be counterfeit, false, fraudulent, invalid, uncollectable, irrecoverable or irredeemable.</li> <li>q. Specifically covered elsewhere in this Policy.</li> <li>r. To computers or computer equipment by: <ol> <li>i. Accidental loss or mislaying or misfiling of documents or records.</li> <li>ii. Viruses.</li> <li>iii. Contamination.</li> <li>s. To lottery tickets and raffle tickets.</li> <li>t. To sports equipment in the course of play.</li> <li>u. To pedal cycles while racing.</li> <li>v. To pedal cycles by theft unless securely locked to a fixed or permanent structure when unattended.</li> <li>w. To pedal cycle tyres or accessories unless the pedal cycle is lost or damaged at the same time.</li> <li>x. To Money by mistake in change, counting or overpayment.</li> <li>y. To items more specifically and properly insured elsewhere.</li> <li>z. While Your Park Home is left Unoccupied or Unfurnished.</li> </ol> </li> </ul>



What is covered		What is not covered
2.	Payment card liability  Your and Your Family's liability under the terms of any credit card, debit card or cash dispenser card agreement as a direct result of its theft and following its unauthorised use by any person not related to or residing with You.	a. Any loss unless <b>You</b> or <b>Your Family</b> have complied with the terms and conditions of the issuing authority.     b. Any loss or claim due to accounting errors or omissions .
	<b>We</b> will not pay any more than £1,000 for any one claim.	
	Do not forget to inform the Police and issuing authorities as soon as possible in the event of a loss.	



# Home Emergency Assistance

Your Schedule will show if this Section is in force.

This **Policy** is underwritten by Inter Partner Assistance S.A., which is authorised and regulated by the National Bank of Belgium, with a registered head office at Boulevard du Régent 7, 1000 Brussels, Belgium. Authorised by the Prudential Regulation Authority (firm reference number 202664). Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Inter Partner Assistance S.A. UK branch office address is 106-118 Station Road, Redhill, RH1 1PR.

The assistance services described in this **Policy** are provided by AXA Assistance (UK) Limited, which is authorised and regulated by the Financial Conduct Authority. AXA Assistance (UK) Limited's firm register number is 439069, with its registered office at 106-118 Station Road, Redhill, RH11PR. It is registered in England under company number 02638890.

Both AXA Assistance (UK) Limited and Inter Partner Assistance S.A. are part of the AXA Group.

#### **Definitions**

Additional definitions for this section only.

Where **We** explain what a word means that word will appear highlighted in **bold print** and will have the same meaning wherever it is used in this section. We list the definitions alphabetically.

Authorised Contractor	A tradesperson authorised in advance to carry out repairs under this <b>Policy</b> .
Beyond Economical Repair	The point at which <b>We</b> deem the cost to repair <b>Your</b> boiler exceeds it value.
Covered Events	<b>Emergency</b> to essential services within the insured <b>Park Home</b> shown on the Schedule.
Emergency	The result of a sudden and unforeseen incident at the <b>Park Home</b> which immediately:  a. Exposes <b>You</b> or a third party to a risk to <b>Your</b> or their health, or  b. Creates a risk of or loss of or damage to the <b>Park Home</b> and /or any of <b>Your</b> belongings, or  c. Renders the <b>Park Home</b> uninhabitable.

Emergency Repairs	Work undertaken by an <b>Authorised Contractor</b> to resolve the <b>Emergency</b> by completing a <b>Temporary Repair</b> .
Local Territory	United Kingdom (Great Britain, Northern Ireland, Isle of Man, and the Channel Islands).
Park Home	The residential home shown in the Schedule including its garages and <b>Outbuildings</b> if they form part of the property.
Period of Insurance	One year from the start or renewal date shown on <b>Your Policy</b> Schedule.
Permanent Repair	Repairs and/or work required to put right the fault which caused the <b>Emergency</b> on a permanent basis.
Temporary Repair	A repair undertaken by an Authorised Contractor which will resolve an Emergency but will need to be replaced by a Permanent Repair.
We/Us/Our	Inter Partner Assistance S.A. UK Branch and AXA Assistance (UK) Limited, whose registered address is The Quadrangle, 106- 118 Station Road, Redhill, Surrey RH1 1PR.
You/Your	The policyholder and/or any member of the insured's immediate <b>Family</b> .



There are conditions and exclusions which limit Your cover. Please read them carefully to ensure this cover meets **Your** needs. **We** do not wish **You** to discover after an incident has occurred that it is not insured.

The Home Emergency Assistance **Policy** is not a maintenance contract.

#### General conditions

- a. We will only pay costs which are incurred as a direct consequence of the event which led to the claim You are making under this Policy up to the Policy limit shown in the sections entitled "Home Emergency Assistance".
- b. No costs for repairs are payable under this insurance, unless **We** have been notified by You or a person calling on Your behalf through the 24 hour claims service telephone number provided and have an Authorised Contractor in advance to make a Temporary or Permanent Repair.
- c. Claims may not be made under this **Policy** for the first 14 days unless **You** are renewing an existing Policy.
- d. You must quote Your Policy number when calling for help. You must produce the relevant identification including boiler service receipts on the demand of the **Contractor** or **Our** other nominated agent.
- e. If any loss, damage or expense covered under this insurance **Policy** is also covered by any other insurance or maintenance contract, We will not pay more than Our fair share of any claim.
- f. This insurance does not cover normal day to day maintenance at Your Park Home that You should do. Nor does it pay for replacing items that wear out over a period of time or replacement parts on a like for like basis where the replacement is necessary to resolve the immediate **Emergency**.
- g. You must co-operate with Us in obtaining reimbursement of any costs We incur under the terms of this cover, which may have been caused by the action of a third party against whom You have a legal right of action.
- h. During any 12 month period **We** will not be responsible for more than three claims.

#### Parts availability

Availability of parts is an important part of the service. However, there may be times when replacement parts are delayed because of circumstances beyond Our control. In these cases **We** will not be able to avoid delays in repair. **We** will keep **You** informed throughout Your claim.

There also may be occasions where parts are no longer available. In these situations **We** will ensure **Your Park Home** is safe and if required, **We** will arrange for a manufacturer to provide You with a quotation for a suitable replacement item at Your cost.



### **Domestic emergency**

If You suffer a covered event at Your Park Home, You should tell Us on the Emergency telephone number.

We will then do the following:

- Advise You about how to protect yourself and the Park Home immediately.
- Organise and pay up to £250 including VAT, call out, labour, parts and materials to carry out an **Emergency Temporary Repair**, or if at a similar expense an **Emergency** Permanent Repair.

If the Temporary Repair will cost more than £250 including VAT to complete We will advise You how much, in total, the repair will cost. We will proceed with the repair only if You agree to pay the amount over £250.

- c. In the event of the **Park Home** becoming uninhabitable and remaining so overnight because of the covered event, **We** will, subject to prior agreement with ourselves, pay up to £100 including VAT in total for:
  - i. Your overnight accommodation and/or
  - ii. Transport to such accommodation.



#### What is covered

## The Covered Events are listed below:

- Plumbing problems related to leaking pipes, blocked drains or leaking radiators.
- Blockages in toilet waste pipes.
- 3. Broken or damaged windows, doors and locks presenting a security risk to the Park Home
- 4. Complete electricity failure within the Park Home.
- 5. Central heating or boiler failure. You are also covered for a primary system running on air, ground or water source heat pumps, however We may settle claims for these types of energy on a reimbursement basis if **We** do not have a suitable authorised contractor locally to You.
- 6. Hot water failure.
- Animals or insects that are destructive in their natural behaviour or considered as pests or nuisances: brown rats, black rats, house mice, field mice, squirrels, wasps' nests and hornets' nests only where evidence of infestation in the Park Home has been found.

#### What is not covered

The following are excluded from the insurance.

- Any leaking or dripping tap that needs a new washer or replacing external overflows or replacing of boilers, cylinders, tanks, radiators and sanitaryware.
- 2. External overflows, external guttering.
- 3. Burst or leaking flexible hoses which can be isolated or leaking washing appliances.
- 4. External water supply pipes after the internal stop tap.
- 5. Septic tanks and swimming pool installations.
- 6. Failure of boilers or heating systems that have not been inspected or serviced by a qualified person within the 12 months prior to Your claim, You will be asked to produce the evidence at the time of the claim.
- 7. Boilers over 15 years old.
- 8. Boilers that are beyond economical repair.
- Shared water/drainage facilities.
- 10. Material/labour charges covered by manufacturers/suppliers/installers.
- 11. Replacement of light bulbs and fuses in pluas.
- 12. Any failure of electricity that affects only part of the Park Home.
- 13. Repair to, or replacement of, electrical appliances such as cookers, all electrical wiring and infrastructure outside the Park Home.
- 14. Descaling and any work arising from hard water scale deposits (including power flushing) or from damage caused by aggressive water or sludge resulting from corrosion. Signs that work is needed may include a noisy



What is covered	What is not covered
	<ul> <li>boiler, sludged up pipes or poor circulation.</li> <li>15. Loss, damage to windows, doors or locks for Outbuildings garages and sheds.</li> <li>16. Pests outside the main dwelling e.g. in the garages and other Outbuildings.</li> <li>17. Failure to follow recommendations made by Us or by Our Authorised Contractor on pest prevention or hygiene measures or elimination and blockage of entry points.</li> <li>18. Breakdown or loss of or damage to domestic appliances (including showers), saniflow toilets and other mechanical equipment.</li> <li>19. Any breakdown to flushing mechanisms of toilets.</li> <li>20. Damage to boundary walls, hedges, fences or gates.</li> <li>21. Warm air, solar and unvented heating systems or boilers with an output over 60 Kw/hr.</li> <li>22. Electricity supply to, or failure of, burglar/fire alarm systems, CCTV surveillance or to swimming pools and their plumbing or filtration systems.</li> <li>We will not be liable for any of the following:</li> <li>a. Any system, equipment, or facility, which has not been properly installed, or which is faulty or inadequate as a result of any manufacturing or design fault.</li> <li>b. Any circumstances in which making Emergency Repairs would contravene health and safety regulations and legislation or where a specialist contractor is required.</li> </ul>



	Continued from previous page
What is covered	What is not covered
	<ul> <li>c. Loss or damage arising from circumstances known to You prior to the start date of this insurance.</li> <li>d. Replacement of boilers, cylinders, tanks, radiators, kitchen appliances and sanitaryware.</li> <li>e. The cost of replacement parts due to natural wear and tear.</li> <li>f. Loss or damage however caused to personal items, like paintings, electrical goods, jewellery, clothing, etc.</li> <li>g. Any loss or damage to Your Park Home as a result of the Emergency.</li> <li>h. Any loss due to faulty installation of Your plumbing, heating, electrical system within the Park Home.</li> <li>i. Any faulty installation of a kitchen appliance.</li> <li>j. Loss or damage arising from disconnection or interruption of mains services by the deliberate act of the utility company concerned or any equipment or services which are the responsibility or property of the utility company.</li> <li>k. Any cost relating to the attempted repair by You or Your own contractor.</li> <li>l. Any defect, damage or failure caused by malicious or wilful action, negligence, misuse, third party interference, or faulty workmanship, including any attempted repair or modification which does not comply with recognised industry standards, or where You have failed to follow remedial advice from Our Authorised Contractor</li> <li>m. Any Emergency in a Park Home that is Unoccupied.</li> <li>n. Any loss arising from Subsidence caused by bedding down of new</li> </ul>
	Continued on next page



What is covered	What is not covered
What is covered	structures, demolition or structural repairs or alteration to the Park Home, faulty workmanship or the use of defective materials, or river or coastal erosion.  o. Any loss or damage arising as a consequence of war, invasion, act of foreign enemies, terrorism, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, coup, riot or civil disturbance; ionising radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste from combustion of nuclear fuel, the radioactive toxic explosive or other hazardous properties of any other explosive nuclear assembly or its nuclear component.  p. Where Health and Safety regulations, adverse weather, or a risk assessment that has been carried out, prevent Our Authorised Contractor being able to attend to the Emergency or carry out
	_

## How to make a claim

To obtain **Emergency** assistance contact the 24 hour **Emergency** Helpline on 01737 334092.

You should have the following information available upon request:

- Your name and Park Home postcode.
- b. Your Policy number.
- c. An indication as to the nature of the problem.

## Our promise

We make every effort to provide You with the highest standards of service. If on any occasion **Our** service falls below the standard **You** should expect **Us** to meet, the following procedure explains what You should do.

#### Complaints procedure

We will always aim to do Our best. However there may be times when You are not happy with **Our** services. **You** can write to the Customer Relations Manager, who will arrange an investigation on behalf of the General Manager, at:

Inter Partner Assistance S.A. UK Branch The Quadrangle 106-118 Station Road Redhill Surrey

RH1 1PR

IJК

Phone: 01737 815 913

Email: homeemergencycomplaints@axa-assistance.co.uk

We will deal with Your dissatisfaction as soon as We can and try to reach an amicable resolution. If **We** are unable to reach a resolution within 8 weeks or if **You** are not happy with Our resolution, You may have the right to refer the matter to the Financial Ombudsman Service by writing to:

Financial Ombudsman Service **Exchange Tower** London F14 9SR

IJК

Phone: 0800 023 4567

E-mail: complaint.info@financial-ombudsman.org.uk

Website: www.financial-ombudsman.org.uk

Following the complaints procedure does not affect Your legal rights.



#### **Data protection**

Details of **You**, **Your** insurance cover under this policy and claims will be held by **Us** (acting as data controllers) for underwriting, policy administration, claims handling, providing home emergency assistance, complaints handling, sanctions checking and fraud prevention, subject to the provisions of applicable data protection law and in accordance with the assurances contained in **Our** website privacy notice (see below).

We collect and process these details as necessary for performance of Our contract of insurance with **You** or complying with **Our** legal obligations, or otherwise in our legitimate interests in managing our business and providing **Our** products and services.

These activities may include:

- use of sensitive information about the health or vulnerability of You or others involved in Your home emergency, in order to provide the services described in this policy. By using **Our** services, **You** consent to **Us** using such information for these purposes,
- disclosure of information about You and Your insurance cover to companies within the AXA group of companies, to **Our** service providers and agents in order to administer and service **Your** insurance cover, to provide **You** with home emergency assistance, for fraud prevention, to collect payments, and otherwise as required or permitted by applicable law;
- monitoring and/or recording of Your telephone calls in relation to cover for the purposes of record-keeping, training and quality control;
- obtaining and storing any relevant and appropriate photographic evidence of the d. condition of Your property which is the subject of the claim, for the purpose of providing services under this policy and validating Your claim; and
- sending You feedback requests or surveys relating to Our services, and other customer care communications.

We will separately seek Your consent before using or disclosing Your personal data to another party for the purpose of contacting **You** about other products or services (direct marketing). Marketing activities may include matching **Your** data with information from public sources, in order to send You relevant communications. You may withdraw Your consent to marketing at any time, or opt-out of feedback requests, by contacting the Data Protection Officer (see contact details below).

We carry out these activities within the UK and both within and outside of the EEA (the European Union plus Norway, Liechtenstein and Iceland) and Switzerland, across which the data protection laws provide a similar level of protection.

By purchasing this policy and using Our services, You acknowledge that We may use Your personal data, and consent to **Our** use of sensitive information, both as described above. If You provide Us with details of other individuals, You agree to inform them of Our

use of their data as described here and in **Our** website privacy notice (see below). You are entitled on request to a copy of the information we hold about You, and You have other rights in relation to how We use Your data (as set out in our website privacy notice – see below). Please let **Us** know if **You** think any information **We** hold about **You** is inaccurate, so that We can correct it.

If You want to know what information is held about You by Inter Partner Assistance S.A. UK Branch or AXA Assistance (UK) Limited, please write to us at:

Data Protection Officer

The Quadrangle

106-118 Station Road

Redhill

RH1 1PR

HK

Email: dataprotectionenquiries@axa-assistance.co.uk

Our full privacy notice is available at: https://www.axa-assistance.co.uk. Alternatively, a hard copy is available from us on request.

## Financial Services Compensation Scheme (FSCS)

We are covered by the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme in the unlikely event we cannot meet our obligations to You. This depends on the type of insurance and the circumstances of the claim. Further information about the compensation scheme arrangements is available from the FSCS (www.fscs.org.uk) or call them on 0207 741 4100.

# Making a Complaint

Paul Baker Insurance Services and AXA Insurance aim to provide the highest standard of service to every customer.

We realise that things can go wrong and there may be occasions when You feel that We have not provided the service **You** expected. When this happens **We** want to hear about it so that **We** can try to put things right.

If Your complaint relates to:	Please contact:
How Your Policy was sold or administered for You, Your Policy or a claim on Your Policy in respect of:  • Structures cover  • Contents cover  • Personal Possessions cover	Managing Director Paul Baker Insurance Services 16 Hewlett Road Cheltenham GL52 6AA Tel 01242 505840 Email enquiries@pbinsurance.co.uk
Your Policy or a claim on Your Policy in respect of:  • Home Emergency Assistance	Customer Relations Manager AXA Assistance UK Ltd The Quadrangle 106-118 Station Road Redhill RH1 1PR Tel 01737 815 913 Email: quality.assurance@axa-assistance.co.uk
Your Policy in respect of:  • Park Home and Family Legal Advice	Arc Legal Assistance Limited PO Box 8921 Colchester CO4 5YD Tel 01206 615000 Email customerservice@arclegal.co.uk

## When you make contact, please provide the following information:

- Your name, address, postcode, telephone number and email address.
- The type of **Policy** and **Your Policy** and/or claim number.
- The reason for **Your** complaint.

Any written correspondence should be headed 'COMPLAINT' and You may include copies of supporting material.

# **Beyond AXA or Paul Baker Insurance Services**

Should You remain dissatisfied following Our written response You may be eligible to refer **Your** case to the Financial Ombudsman Service (FOS)

The FOS is an independent body that arbitrates on complaints about general insurance products.

You have six months from the date of Our final response to refer Your complaint to the FOS. This does not affect **Your** right to take legal action.

If **We** cannot resolve **Your** complaint **You** may refer it to the Financial Ombudsman Service at the address given below:

Mail	Financial Ombudsman Service
	Exchange Tower
	Harbour Exchange Square
	London E14 9SR
Tel	0300 123 9123 or 0800 023 4567
Email	complaint.info@financial-ombudsman.org.uk
Web	https://help.financial-ombudsman.org.uk

# Our promise to you

#### We will

- Acknowledge written complaints promptly
- Investigate quickly and thoroughly
- Keep **You** informed of progress
- Do everything possible to resolve **Your** complaint
- Learn from Our mistakes
- Use the information from complaints to continuously improve **Our** service.

## Customer Service Information

## **Financial Services Compensation Scheme (FSCS)**

AXA Insurance UK plc is covered by the Financial Services Compensation Scheme (FSCS). **You** may be entitled to compensation from the scheme in the unlikely event that **We** cannot meet **Our** obligations to **You**. This depends on the type of insurance and the circumstances of the claim. Further information about the compensation scheme arrangements is available at www.fscs.org.uk or by telephoning 020 7741 4100.

#### **Data Protection Notice**

AXA Insurance UK plc is part of the AXA Group of companies which takes **Your** privacy very seriously. For details of how **We** use the personal information **We** collect from **You** and **Your** rights please view our privacy policy at <a href="https://www.axa.co.uk/privacy-policy">www.axa.co.uk/privacy-policy</a>. If **You** do not have access to the internet please contact **Us** and **We** will send **You** a printed copy.



Paul Baker Insurance Services 16 Hewlett Road, Cheltenham, Gloucestershire, GL52 6AA

Tel 01242 505840 Email enquiries@pbinsurance.co.uk Web www.pbinsurance.co.uk

Paul Baker Insurance Services is a trading name of Insync Insurance Solutions Limited which is authorised and regulated by the Financial Conduct Authority.

Registered office: 7th Floor, Corn Exchange, 55 Mark Lane. London EC3R 7NE Registered in England under company number 08810662

Paul Baker Insurance Services Economy Park Home Insurance is underwritten by AXA Insurance UK plc

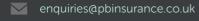
Registered office: 20 Gracechurch Street, London, EC3V 0BG

Registered in England and Wales No. 78950 A member of the AXA Group of Companies.

AXA Insurance UK plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Telephone calls may be monitored and recorded.





- 01242 505840
- 16 Hewlett Road, Cheltenham, GL52 6AA