

Ms Celia Merrill

Instow Parish Council

1 Richmond Terrace, Richmond Road
Appledore
Bideford
Devon
EX39 1PG

03 June 2024

Policy Number: LCO00280

Dear Ms Merrill ,

Your Local Councils Insurance Policy

Thank you for renewing your Local Councils Insurance policy with Clear Council, cover has been arranged for 12 months from 01 June 2024.

Please find your policy documents including:

- Public Liability Certificate
- Employers Liability Certificate

It is important that you check the recently issued renewal documents, in particular the Statement of Fact to ensure the information we hold is accurate and that cover meets your requirements. It is important you pay particular attention to any specific conditions, warranties, security requirements and/or endorsements which apply to this policy; failure to comply with these may invalidate a claim or void the policy.

If any of the information enclosed is incorrect, or you wish to make any alterations to your policy please contact a member of the Clear Councils Team.

IMPORTANT: Long Term Undertaking (LTU) You have agreed to a 3-year LTU, agreeing to renew your policy for a 3-year period with the same insurer, in exchange for a reduction in premium*. The insurer usually agrees to maintain their rate of premium during that period, so long as there is no change in risk information, adverse claims experience and subject to market conditions that may affect all insurance policies, such as a change in the rate of Insurance Premium Tax, for example.

*Reduction in premium is applicable to all sections other than Terrorism, Data Breach Response and Legal Expenses.

AUTO-RENEWAL OPT OUT

You have currently opted out of your policy automatically renewing, which means you will need to contact us next year to renew your policy. If you are unable to contact us for any reason it may result in you being uninsured.

If you would like to opt back in so that your policy will automatically renew each year, you can do so by calling us on 0330 013 0036 or emailing us at councils@thecleargroup.com.

In the event of a claim, you must notify your insurer directly at the earliest possible opportunity, contact details can be found in your policy documents and are also detailed below.

Claim Type	Provider	Email	Telephone	Business Hours
Property Damage	Aviva	team7@aviva.com	0800 015 1498	Monday to Friday, 9am - 5pm
Liability	Aviva	liabro@aviva.com	0800 015 1498	Monday to Friday, 9am - 5pm
Legal Expenses	DAS Legal	newclaims@das.co.uk	0345 300 1899	24/7

If we can be of further assistance, or should you have any queries please do not hesitate to contact us.



AGM House
Barton Close, Grove Park
Enderby, Leicester
LE19 1SJ

T: 0330 0130036
E: councils@thecleargroup.com
www.clearcouncils.com

Yours Sincerely

Clear Councils Team
Email: councils@thecleargroup.com
Telephone: 0330 013 0036
Website: www.clearcouncils.co.uk