



Liability Proposal Form

1. Business Name:			
2. Address:			
3. Telephone No:			
4. Website:			
5. Email Address:			
6. Business description:			
7. Number of years in business:			
8. Are you licensed by AALS?	Yes /NO	Date of last inspection	
9. If you are Member of any National Governing Bodies or Trade Associations to which you belong.			
10. Please confirm what Qualifications are held or provide a CV. Also provide relevant experience for the activities offered.			
11. Current Insurer		Renewal date:	
		Current Premium:	

Public and Products Liability Section

Our standard limit of cover is £5,000,000 please let us know if you require a higher or lower limit of indemnity

12. Total Annual UK and Overseas Turnover	UK £	Overseas £
Adventurous activities	£	
Classroom based	£	
Tour operation and travel organising (i.e. acting as an intermediary to organise packaged trips)	£	
Other – please specify	£	
<p>In relation to any activities offered outside the UK, please provide information including the number of trips planned for the next 12 months, what is included in the trips, whether you use third parties in the overseas countries to organise activities there on your behalf and how many customers are participating on each trip.</p>		
Are you regulated by and comply with the Package Travel Regulations 1992?		
Approximate number of visitors in the last 12 months		
Expected number of visitors in next 12 months		
Maximum sleeping capacity (residential centres only)		

13. Please list by frequency the most popular activities you undertake

Activity	Hours per week



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14. Please provide a full description of **all** the activities involved in your business:

Please place a **X** against those activities that **you provide yourself** or place an **S** against those activities that you **sub contract** to outside providers.

We class sub contractors as anyone to whom you are outsourcing the entire operation of an activity and these sub contractors must have their own Public Liability insurance in place equal to the limit of indemnity provided under your cover with AIM. If you are recruiting instructors on a labour only basis we do not class these as sub contractors.

<i>Water based activities</i>		<i>Height/Underground based activities</i>		<i>Other activities</i>	
*Canoeing / Kayaking – Sheltered water		Assault Course		Air Rifle Shooting	
*Canoeing/Kayaking - up to grade 2		Caving		Archery	
*Canoeing/Kayaking - above grade 2		*Climbing / Abseiling - Crag		Bushcraft	
*Canoeing / Kayaking – Sea		*Climbing / Abseiling - Indoor Wall		Camping	
Coasteering		*Climbing / Abseiling - Mobile Wall		Classroom Training / Lectures	
Gorge Walking / Ghyll Scrambling		*Climbing / Abseiling - Outdoor Wall		Clay Pigeon Shooting	
Powerboat - Training		Mine Exploration		Educational / Sightseeing Tours	
Powerboat – Safety/stand by		Rope Courses – Low		Environmental studies	
Rafting - Improvised		Rope Courses – High		Fencing	
Rafting - White Water		Zip Wire(s) - Permanent		First Aid Training	
Sailing - Inland		Zip Wire(s) - Temporary		Management Training	
Sailing – Sea in sight of land				Team Building / Initiative	
Sea Level Traversing				Tour Operators / Organising	
Stand Up Paddle Boarding				Zorbing	
Surfing					
Water Skiing					
Windsurfing					
<i>Bike/Board related activities</i>		<i>Skiing Activities</i>		<i>Any other Activities (please list and describe)</i>	
Bike Hire		Skiing - Dry Slope			
Kite Buggies		Skiing – Snow. Overseas			
*Land Yachts / Blo-Karts		Skiing – Snow. UK			
Mountain Biking – Flat Terrain					
Mountain Biking – All Terrain		<i>Walking based activities</i>			
Mountain Boarding					
Quad Bikes		*Hill Walking / Mountain Walking			
Segways (number operated required)		Night Walking			
		Orienteering			

* Please delete as applicable



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15. Do you run any instructional courses or provide any advice for other companies or individuals within the industry who are not directly employed by you ? (This is for NGB training awards and training/advice provided to other persons) If "yes" please describe the type and approximately how many over the next 12 months on a separate sheet.	Yes / No
16. Do you have written assessments of the risk involved by participants in your activities and the measures taken to minimise risk? Please enclose copies.	Yes / No
17. Do you have an acknowledgement of risk and responsibility form which is signed by adult participants or if the participant is under 18 by the parent or guardian? Please enclose a copy.	Yes / No
18. Do you undertake pre employment DBS or PVG checks on all employees who come into contact with children and/or vulnerable adults?	Yes / No
19. Do you have a written child protection and vulnerable persons safeguarding policy, which includes the requirement for employees to have DBS/PVG checks as per Q18 above? Please enclose a copy.	Yes / No
20. In addition to your organised activities do you hire out any of your equipment to other users? If you have answered "Yes" please attach a copy of your Conditions of Hire	Yes / No

Employers' Liability Section

Our standard limit of cover is £10,000,000 please let us know if you require a higher limit of indemnity. This section is also applicable to labour only freelance instructors and volunteers used in the business.

21. Number of Employees	
22. Annual Wageroll	Clerical / Managerial £
	Instructors £
	Catering £
	Maintenance £
	Others (please describe) £
23. Employer Reference Number (also known as PAYE reference)	

Liability Claims Declaration

During the last five years have you had any loss, accident or claims made against you? Yes / No
 If yes, please provide full details below.

24. Date of Loss	Type of Loss	Amount paid or outstanding



Liability Proposal Form

General

25. Has any Insurer declined or refused to accept a proposal from you?	Yes / No
26. Has any Insurer terminated, refused to renew or continue a Policy of Insurance held by you?	Yes / No
27. Has any Insurer imposed special terms to which this proposal relates?	Yes / No
28. Have you, or any of your Directors or Partners ever been the subject of Customs or Inland Revenue investigations, bankruptcy order, voluntary arrangement with creditors, director of an insolvent company or convicted of (or charged with but not yet tried) a criminal offence other than a motoring offence?	Yes / No

IMPORTANT: It is your responsibility to provide complete and accurate information to us when we quote for and incept your cover with AIM, throughout the life of your cover and when you renew your cover. It is important that you ensure that all statements you make on proposal forms, claims forms and other documents are full and accurate. If you fail to disclose any material information to us this could invalidate your cover and could mean that part or the entire claim may not be paid. A material fact is one which is likely to affect or influence acceptance or assessment of this proposal by Underwriters. If you are in any doubt as to what constitutes a material fact, you should ask us.

I/We agree that if this insurance contract is completed, then I/We will immediately notify Underwriters if any details isolated by this questionnaire are changed, modified or altered.

The information provided in connection with this questionnaire, whether in my/own hand or not, is true and I/We have not withheld any material facts. I/We understand that non-disclosure or misrepresentation of material facts will entitle Underwriters to void the contract.

I/We understand that the signing of this questionnaire does not bind me/us to complete the insurance contract. However, I/We agree that should a contract of insurance be completed, then this questionnaire and the declaration made herein shall form an integral part towards the basis of contract.

I/We understand that any change in information must be notified immediately and no cover exists until underwriters have approved such change.

Data Protection Act 1998. It is understood by the Member that any information provided to Activities Industry Mutual Limited (AIM) regarding the Member will be processed by AIM in compliance with the provisions of the Data Protection Act 1998, for the purpose of providing insurance/cover and handling of claims which may necessitate providing such information to third parties.

Signed:	Date:	Position:
Printed:		