

**Swindon Borough Council
Insurance
Leasehold Property Claim Form**



Warning – Fraud

A fraudulent claim will result in the loss of all compensation and may lead to the institution of criminal proceedings. Insurers pass information to the Claims and Underwriting Exchange Register, run by Insurance Database Services Ltd (IDS Ltd.) The aim is to help us to check information provided and also to prevent fraudulent claims. When you tell us about an incident (such as fire, water damage or theft) which may or may not give rise to a claim, we will pass information relating to it to the register.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided as part of this application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, please see the Swindon Borough Council's website (www.swindon.gov.uk/nfi) or contact the council's Internal Audit section at Swindon Borough Council, Civic Offices, Euclid Street, Swindon, SN1 2JH

Our Privacy Notice can be viewed at: www.swindon.gov.uk/insuranceprivacynotice

Please complete in Black Ink only

Full Name: Mr/Mrs/Miss/Ms.....

Address:

.....

Post Code: **Telephone Number:**

E-Mail Address.....

Age: **Occupation:**

Employment Status: F-Time/P- Time/Self Employed

National Insurance Number:

Date of Incident: **Time:** am/pm

Estimated Cost of Damage/Loss:

Full Details of the Damage/Loss:

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Please note two estimates or a copy of the paid invoice are required before payment can be made.

Are you VAT registered? Yes/No

If so what percentage recovery can you make from Customs and Excise:.....

Were the premises occupied at the time? Yes/No

If no, when were they last occupied:

Are the premises fully furnished for occupation? Yes/No

Are you the sole owner of the property lost or damaged? Yes/No

If no please give details:

If damage was caused by vandalism or due to a break in the Police must be notified.

Have the Police been informed? Yes/No

Which Station:

Police Officers Name:

Crime Reference Number:

In respect of the repair works, what action has been taken so far:

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If applicable what action have you taken to mitigate this event from occurring again:

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Have you sought advice and if so from whom?

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I declare that all answers are true and correct.

Name:

Date:

Signature:

Upon completion please return to:
Swindon Borough Council
Insurance Section
Civic Offices
Euclid Street
Swindon
SN1 2JH
E-mail: insurance@swindon.gov.uk