



**1. Claimant details (complete all elements of this section)**

1.1 Region

1.2 District/location

1.3 Contact name

Position

1.4 Telephone number

1.5 Mobile number

1.6 Email address

1.7 Who discovered the damage/loss

Name

Address

Postcode

Telephone number

Mobile number

Email address

Date and time the damage/loss was discovered

 /  / 

**2. Amount claimed (complete all elements of this section)**

2.1 Total estimated value of loss or claim Provide details of calculation

2.2 Less deductible (refer to current IIS Renewal Report)

2.3 Net claim

2.4 Cost centre

**3. Location details (complete all elements of this section)**

3.1 Contract number

3.2 Project number

3.3 Contract title/Scope

3.4 Contract Award Date (where applicable)

 /  / 

3.5 Practical completion date (where applicable)

 /  / 

3.6 Contract value

3.7 Project manager

3.8 Project manager's telephone number

3.9 Date and time of incident

 /  /

3.10 Location

3.11 Brief description of incident/event


3.12 Description of loss/damage


**4. Policy details**

**4.0 Industrial special risks**

4.1 Assets (buildings, demountables, fixtures and fittings). See process map.

Were the premises broken into?

Yes  Please advise the time and date when the premises were last occupied.

	/		/	
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No

Were the premises securely locked?

Yes  No

How was entry gained?

Have steps been taken to improve the security of the premises?

Yes  No

Police details:

Name of police station where you reported the matter

**NB: Attach a copy of the police report.  
Attach a schedule of all property stolen.**

Business interruption:

Provide details of how you calculated this loss

4.2 Plant. See process map.

4.2.1 Is the property repairable? Contact the Insurance Services Unit (ISU) before authorising any repairs.

- Yes  • Please attach two quotes for the repairs.  
• Include photos (if possible) of the lost/and or damaged item.

**Note:** Salvage remains the property of the IIS.

- No  • Please attach evidence of original purchase from SAP records and two quotes for a replacement on a 'like for like' basis.  
• Please attach certification from an authorised repairer that the item is unrepairable.

**5. Contract works and general liability**

5.1 Third party – legal liability for property damage

Contact details of person whose property has been damaged

Name





Address

	Postcode

Telephone number

Mobile number

Email address

### Declaration

I/We declare that:

1. I/We the insured do solemnly and sincerely declare that I/We have complied with the terms and conditions of the policy and in no manner caused the said loss or damage or sought unjustly to benefit thereby by any fraud or wilful misrepresentation and that the information shown on this form is true and that I/We have not concealed any information relating to this claim.
2. I/We understand the claim may be refused or reduced if information is withheld.
3. I/We authorise the insurer to disclose information contained herein to their advisors, reinsurers and to other insurers. I/We authorise the insurer to obtain from any other party information that is, in the insurer's view relevant to this claim.

### Reporting officer's certification

Reporting officer's signature

Date

Reporting officer's name

Reporting officer's position

### Authorising officer's certification

Authorising officer's signature

Date

Authorising officer's name

Authorising officer's position

**Note: All claims must be authorised by the relevant Executive Director.**

## Guide for the completion of the TMR IIS Claim Application

Are there any opportunities to recover this loss from another insurer? for example, Queensland Government Insurance Fund or Principal Arranged Insurance.

Yes  No  If you are unsure please contact the ISU.

### Please complete all sections of this form and note the following:

1. The completion of this form does not constitute policy acceptance by the IIS.
2. Failure to notify a matter immediately after the event or after you become aware of the event may enable the insurer to reduce or avoid any liability incurred.
3. Please ensure you answer all questions in full and honestly. The IIS Claim Application must be signed and dated by both parties.
4. If you do not believe a question is applicable please write 'n/a'.
5. If anyone holds you responsible for their accident or injury please insist that their claim must be in writing.
6. Do not admit liability to any claimant and do not disclose to the claimant the existence of any insurance you may have in place.
7. Salvage remains the property of the IIS.
8. Any attachments will form part of this claim application and the declaration will include these attachments.
9. For detailed information please access the complete renewal report.
10. Examples of 'at what stage the works were at immediately prior to damage' are for example, 'the bridge had reached completion and work was proceeding on the approaches. The 3km section of road to be upgraded had reached the stage where the initial primer seal had been placed. It consisted of a bitumen spray and 14 mm aggregate. Preparations were underway for the second polymer modified bitumen seal to be sprayed in early May. The intersection had been completed with the exception of road signs headwalls for culverts and services, such as lighting. The section of highway under consideration is from Ch 76,520 to Ch 78,800.'
11. If there is insufficient space, or further comment on any area is considered necessary, please use additional pages.

## The completed claim application is to be returned via email to: TMR\_Insurance

### IIS Policy Overview

#### Industrial Special Risks

What is covered: Physical loss, destruction of or damage to the property insured as a result of a peril not excluded. Property insured includes all real and personal property of every kind and description including inventory in 'off-site' storage (except as otherwise excluded) belonging to the insured prior to the occurrence of any damage, including all such property in which the insured may acquire any pecuniary or economic interest during the period of cover.

What is not covered: Examples are, but not limited to water from or action by the sea, tidal wave or high water, wear and tear.

#### Contract Works and General Liability

What is covered: Legal liability to third parties for personal injury or property damage happening during the period of cover in respect of the business, construction and related activities of RoadTek as a result of an occurrence.

What is not covered: Examples are, but not limited to claims arising out of the use of vehicles which should be registered, delay in or lack of performance, liquidated damages, fines and penalties, personal injury or property damage caused by asbestos.

#### Construction Works (Material Damage)

What is covered: All qualifying contracts of any kind or description including non-civil and civil engineering contracts undertaken during the period of cover.

What is not covered: Examples are, but not limited to delays in construction schedule, wear and tear or gradual deterioration, levy and water ramp construction and any other marine contracts and/or associated works unless specifically agreed with IIS.

#### Plant and Equipment (including Specialised Equipment)

What is covered: Physical loss of, damage to or destruction of the property insured.

What is not covered: Examples are, but not limited to consequential loss including hire of alternative plant and equipment and/or loss of a pure economic nature, loss due to disappearance which is revealed by routine inventory.