first 2 protect



Your Essentials
Policy Wording



Your Essentials Policy Wording

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How to make a claim

- 1 In the event of an emergency, check any Home Emergency cover you may have, as this may be a more suitable policy for you to claim on.
- 2 Check your policy schedule and this policy wording, which give details of what is covered and what is not covered.
- 3 Follow the General Conditions and General Exclusions of this policy wording.
- 4 Please call the number shown on your insurer contact and product information document at your earliest opportunity.

If you have any questions, please contact your insurance advisor.

Your policy wording

Please read this policy wording, your policy schedule, your insurer's product information document and your insurer's contact and product information document carefully so that you know what you are insured for. Make sure that you read the general exclusions, conditions and, if shown in your policy schedule any endorsements that apply. If the cover does not meet your requirements or if you have any questions, please contact your insurance advisor at your earliest opportunity.

This is a legally binding contract of insurance between you and your insurer (as shown in your current policy schedule). The contract is based on the information you gave your insurance advisor, as shown in your statement of fact. The legally binding contract includes this policy wording, your policy schedule and your statement of fact.

Your insurer has agreed to insure you for the period of insurance under the terms, conditions and exclusions in this policy wording and any endorsements that apply. You are insured for any liability, loss or damage that happens, subject to any exclusion in this policy wording or any endorsements applied. This is provided you have paid or agreed to pay the premium and you meet all the conditions set out in this policy wording.

Statement of Fact

Please read the statement of fact carefully as your your insurance contract is based on the information provided by you on the statement of fact. If there are any inaccuracies or omissions you should contact your insurance advisor immediately to enable your insurance advisor to issue a replacement statement of fact and advise you of any resultant changes in terms or premium. Your insurer reserves the right to refuse this insurance if the amended information disclosed renders this risk unacceptable.

Renewing your policy

At renewal, your insurance advisor will check that the premium offered by your current insurer is still the most competitive. If one of your insurance advisor's alternative panel members offers a more competitive price then your insurance advisor will transfer your cover to the alternative insurer. Please note that you should always check your policy schedule, sums insured, and any applicable endorsements to ensure cover remains adequate for your needs. Please advise your insurance advisor at your earliest opportunity if cover no longer meets your needs.

Authority to renew

For your convenience and protection, provided that your insurance advisor is able to collect the premium by Direct Debit, your insurance advisor will automatically renew or replace your policy unless you tell your insurance advisor not to. Your insurance advisor will write to you before the policy renewal date to remind you of this, to outline any change to the conditions of your policy and to let you know what the new premium will be. (Please also see Your Right to Cancel).

Also for your protection - if your home is in a flood plain or in an area prone to flooding, or if you have made a claim on your policy in relation to flooding or subsidence, then you are advised not to cancel this policy until suitable alternative insurance arrangements are in place.

Change of insurer

As your agent acting on your behalf, your insurance advisor may from time to time use different insurer(s), to underwrite your insurance. This may happen, for example, where your circumstances change significantly or where an alternative insurer can offer cover or terms that are more suitable to meet your demands and needs.

If you request that your insurer is changed, your insurance advisor will cancel your existing policy and will arrange a suitable replacement; taking care to ensure there is no break in cover, your insurance advisor will advise you of any change in the policy terms.

In the event that your insurer either declines or withdraws cover your insurance advisor may be required to move you to an alternative insurer without gaining your prior consent in order to ensure that there is no break in your cover. In such circumstances your insurance advisor will notify you and will advise you of any change in the policy terms. You will have the opportunity to terminate the replacement policy after such a change becomes effective. In these circumstances you will not be charged a cancellation fee (see Your Right to Cancel.

Changes to your circumstances

Please tell your insurance advisor at the earliest opportunity if there are any changes to your circumstances which could affect your insurance.

Please refer to General Condition 11 of this policy wording for an explanation of the changes we need to know about.

If your circumstances change and you do not tell your insurance advisor, you may find that you are not covered if you need to make a claim.

Your right to cancel

You have a statutory right to cancel your policy within 14 days from the day of purchase or renewal of the contract or the day on which you receive your policy or renewal documentation, whichever is the later. You will be entitled to a full refund of the premium paid and no cancellation fee will be charged.

If you wish to cancel and your insurance cover has not yet commenced, you will be entitled to a full refund of the premium paid and no cancellation fee will be charged.

If you do not exercise your right to cancel your policy, it will continue in force for the term of the policy and you will be required to pay the premium as stated.

By allowing your insurance advisor to arrange your home insurance policy, you agree to any amounts you may owe your insurance advisor being deducted from any premium refund due to you.

Cancellation at any other time

You may cancel your insurance cover at any other time by contacting your insurance advisor. You will be entitled to a refund of the premium paid, subject to a deduction for the time for which you have been covered. If a claim has been made, or fraud is identified the full premium will be payable and no refund will be given.

If your home is in a flood plain or in an area prone to flooding, or if you have made a claim on your policy in relation to flooding or subsidence, then you are advised not to cancel this policy until suitable alternative insurance arrangements are in place.

Your insurance advisor (or your insurer) may also cancel the policy at any time by giving you 7 days' notice in writing where there is a valid reason for doing so. You will be sent the cancellation letter to the latest address held on your records and it will set out the reason for cancellation. Valid reasons include:

- Where your insurance advisor have been unable to collect a premium payment. In this case your insurance advisor will contact you in writing requesting payment, which if not received within 7 days, will result in your policy being cancelled. You will be notified in writing that such cancellation has taken place;
- · Where you are required in accordance with

the terms of this policy wording to cooperate with us, or send us information or documentation and you fail to do so in a way that affects our ability to process a claim, or our ability to defend our interests. In this case we may issue a cancellation letter and we will cancel your policy if you fail to co-operate with us or provide the required information or documentation by the end of the 7 day cancellation notice period;

- Where there is a failure by you to exercise your duty to keep to the conditions of this policy wording;
- · Where we suspect fraud; or
- In the event of threatening or abusive behaviour or language or intimidation or bullying of our staff or suppliers.

A £35 cancellation fee will be applied by your insurance advisor for all such cancellations.

If the amount due when you cancel your policy is greater than the amount you have paid, you must pay the difference.

What to do if you have a complaint

Your insurance advisor strives to provide you with the highest standards of service at all times. Your insurance advisor also recognises that things can go wrong. If you wish to make a complaint about the service provided by your insurance advisor please contact First Complete Complaints Department at Newcastle House, Albany Court, Newcastle Business Park, Newcastle upon Tyne NE4 7YB either in writing or by calling 0191 233 4685.

If your complaint is about your insurer or how your claim was handled you will find their complaint procedure in your insurer's contact and product information document.

You can refer your complaint to the Financial Ombudsman Service if you have not received a written final response in respect of your complaint within 8 weeks of the date your complaint was received by either your insurance advisor or your insurer, or if you are unhappy with the decision following your complaint (you have 6 months from date of final response to take complaint to the Ombudsman) . The Financial Ombudsman Service is a free service set up by parliament to sort out individual complaints that consumers or small business are not able to resolve with financial businesses.

You can contact the Financial Ombudsman Service as follows:

Financial Ombudsman Service, Exchange Tower, London, E14 9SR

From within the United Kingdom
Tel: 0800 023 4567 (free for people phoning from a 'fixed line', for example, a landline at home)
Tel: 0300 123 9123 (free for mobile phone users who pay a monthly charge for calls to numbers starting 01 or 02)

From outside the United Kingdom Tel: +44 207 964 1000 Fax: +44 207 964 1001

Email: complaint.info@financial-ombudsman.org.uk

For more information contact them on the above number or address, or view their website www.financial-ombudsman.org.uk.

The complaint procedure does not affect your right to take legal action.

Online Dispute Resolution

The European Commission has also provided an Online Dispute Resolution Service for logging complaints. To use this service please go to: http://ec.europa.eu/odr

Financial Services Compensation Scheme

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.

Further information about this scheme is available from the FSCS website www.fscs.org.uk
Telephone: 0800 678 1100 or 0207 741 4100

The law applicable to this policy

The law of England and Wales will apply to this policy unless:

- a. you and we agree otherwise; or
- b. at the date of the contract, you are a resident of Scotland, Northern Ireland, the Channel Islands or the Isle of Man, in which case, only if you and we agree, the law of that country will apply.

This insurance contract is written in English. Unless agreed otherwise, we will communicate with you in English.

The Meaning of Words

Where words are highlighted within this Policy Wording in bold, the meaning of these words are defined below.

Accidental Damage - Damage caused suddenly and by unexpected means. This definition does not include damage caused by wear and tear, anything which happens gradually or faulty design or faulty materials.

Bathroom - Any room with a bath or shower.

Bedroom - A room used as or originally built to be a bedroom, even if it is now used for another purpose.

Buildings - The structure of your home and the following if they form part of your home and belong to you or are your responsibility: Fixtures and fittings in or on the buildings, sheds, greenhouses, permanently installed swimming pools, ornamental ponds and fountains, permanently fixed hot tubs, spas and jacuzzis, hard courts, terraces, patios, drives, footpaths, walls, fences, gates, hedges, fixed tanks providing fuel to the home, solar panels and wind turbines which are permanently fixed to the home, laminated, wooden effect or vinyl floor coverings that could not be removed and re-used.

Contents - Items that you own, are legally responsible for or belonging to domestic employees who live with you

The definition of contents includes:

- · household items;
- · personal possessions;
- · tenant's fixtures and fittings;
- valuables up to £10,000 (subject to a £2,000 single article limit);
- · personal money up to £500;
- visitors personal possessions up to £500;
- home working equipment up to £3,000

The definition of contents does not include:

- contents insured under any other policy;
- securities (stocks and shares) and documents of any kind;
- motorised vehicles, aircraft, boats, boards and craft designed to be used on or in water, caravans, trailers, and the parts, spares and accessories of any of these;
- · any part of the structure of your home;
- items used for business or professional purposes other than home working equipment;
- any living creature;
- · landlord's fixtures and fittings.

Domestic Employees - A person employed by you

to carry out domestic duties associated with the home, but not if employed by you in any capacity in connection with any business, trade, profession or employment.

Endorsements - Any variation to the standard policy terms in your policy schedule.

Excess - The first amount of any claim for which you are responsible. If a claim is made under more than one section of this policy resulting from the same incident, only one excess will be deducted. In the event that the excess amounts differ, then the higher of the two will be deducted.

Family - you or any of the following people providing they normally live with you, your husband, wife or partner, children (including foster children), your relatives, your domestic employees.

Heave - Upward movement of the ground beneath the buildings as a result of the soil expanding.

Home - The private dwelling at the address shown in your policy schedule including the land, permanent outbuildings and garages at the same residence and used for domestic purposes only.

Home Working Equipment - Office furniture and office equipment, including computers, printers, typewriters, fax machines, photocopiers and answer phones all used for business or professional purposes. Cover excludes any property held as trade stock.

Injury - Bodily injury, death, disease, illness or shock.

Insurance Product Information Document - A printed or printable document showing important information relating to the policy you have chosen.

Insurer Contact and Product Information Document - A printed or printable document showing important information for the insurer named in the policy schedule.

Landslip - Downward movement of sloping ground.

Motorised Vehicles - Any electrically or mechanically powered vehicle other than:

 vehicles used only as domestic gardening equipment within the boundaries of the land belonging to your home;

- vehicles designed to help disabled people (as long as the vehicles are not required to be registered for road use);
- · pedestrian-controlled toys and models.

Period of Insurance - The period of time covered by this policy as shown on your policy schedule or until cancelled, whichever comes sooner. Each renewal represents the start of a new period of insurance.

Personal Money - Cash, cheques, postal orders, unused postage stamps (not forming part of a collection), savings stamps and certificates, premium bonds, luncheon and gift vouchers, season tickets, travel tickets, travellers' cheques and phone cards all held for social, domestic or charitable purposes.

Personal Possessions - Private property and personal items you normally wear, use or carry which you own or for which you are responsible, but not including:

 Motorised vehicles (or their parts), water craft, aircraft, musical instruments used professionally or semi-professionally, domestic appliances, furniture, furnishings and households goods, or equipment or goods used in connection with your occupation, business trade or profession, any living creature, securities (stocks and shares).

Policy Schedule - A printed or printable document showing the sections of the policy you have chosen, the sums insured and any endorsements that apply to your policy.

Single Article Limit - The maximum amount we will pay for one item.

Statement of Fact - A printed or printable document showing information and material facts provided by you on which your insurance is based.

Storm - Strong winds in excess of 47 knots (54 MPH) that may be accompanied by heavy rain, snow or sleet.

Subsidence - Downwards movement of the ground beneath the buildings (other than by the action of made up ground settling or by structures bedding down within 10 years of construction).

Unfurnished - Not having a bed, flooring, kitchen appliances and utensils to live there permanently.

Unoccupied - Not having been lived in for more than 60 days in a row.

Valuables - Stamp, coin or medal collections, pictures, other works of art, articles of gold, silver or other precious metal, jewellery, watches, fur, or firearms that are kept in a locked cabinet.

Water Table - The top level of underground water where the soil is in a permanent state of saturation. The table may rise or fall depending on the level of precipitation that infiltrates from upper layers of soil (unsaturated soil).

We, Our, Us - The authorised insurer shown in your policy schedule.

You, Your - The person named as the policyholder in the policy schedule and their family permanently living with them, during the period of insurance at the address shown in the policy schedule.

Your Insurance Advisor - Your policy administrator as shown in your terms of business agreement with you.

Your Insurer, Their, They - Your insurer as named in the policy schedule.

Section A - Buildings

Your policy does not cover wear and tear. Buildings cover only applies if you have selected it and it is shown on your policy schedule.

What is covered

What is not covered

The Buildings

Loss or damage to the buildings caused by any of the following:

See also the General Conditions and General Exclusions.

The following exclusion applies to all sections, except Section A.15:

Damage by wet or dry rot arising from any cause, except as a direct result of a claim we have already paid, and where repair or preventative action was carried out by a tradesman we have approved.

1

- a. Fire, lightning, explosion, or earthquake;
- b. Smoke.

£200 excess unless otherwise stated in the policy schedule.

b. Loss or damage that happens gradually.

2

Storm, flood or weight of snow.

£200 excess unless otherwise stated in the policy schedule.

Loss or damage by frost.

Loss of or damage to fences, gates and hedges.

Loss or damage caused by rising water table

3

- Riot, civil unrest, strikes, and labour or political disturbances;
- b. Malicious acts.

£200 excess unless otherwise stated in the policy schedule.

Loss or damage that is not reported to the police.

- b. Loss or damage caused by
- You or persons lawfully on the premises
- · Paying guests or lodgers
- Domestic employees

b. Loss or damage occurring whilst the home has been left unoccupied.

What is not covered

4

Collision by:

- Aircraft or other flying objects or anything dropped from them;
- b. Vehicles or animals;
- c. Fireworks.

£200 excess unless otherwise stated in the policy schedule.

b. Loss or damage caused by domestic animals.

5

- Water escaping from any fixed water or heating installation or from any domestic appliance;
- b. Water freezing in tanks, equipment or pipes;
- Heating fuel escaping from any fixed heating installation or from any domestic appliance.

£400 excess unless otherwise stated in the policy schedule.

Loss or damage occurring whilst the home has been left unoccupied or unfurnished.

Loss or damage to solid floors caused by infill materials settling, swelling or shrinking as a result of water escaping from your home.

Subsidence, heave or landslip that results from water escaping from your home.

Loss or damage caused by water overflowing from wash basins, sinks, bidets, showers and baths, as a result of taps being left on.

Repairs to tanks, pipes or appliances unless caused by freezing.

6

Theft or attempted theft.

£200 excess unless otherwise stated in the policy schedule.

Loss or damage occurring whilst the home has been left unoccupied or unfurnished.

Loss or damage whilst the property is being occupied by anyone other than you or a member of your family unless caused by violent and forcible entry.

7

Falling radio and television aerials and dishes, wind turbines, and their fittings and masts.

£200 excess unless otherwise stated in the policy schedule.

Damage to hedges, fences and gates.

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Subsidence or heave of the site that the buildings stand on, or landslip.

What is not covered

£1,000 excess unless otherwise stated in the policy schedule.

Damage to domestic outbuildings that form part of your home, permanently installed swimming pools, ornamental ponds and fountains, permanently fixed hot tubs, spas and jacuzzis, hard courts, terraces, patios, drives, footpaths, walls, fences, gates, hedges, fixed tanks providing fuel to the home, solar panels and wind turbines which are permanently fixed to the home unless the home is damaged by the same cause at the same time.

Damage if you knew when this policy was originally incepted that any part of the building had already been damaged by subsidence, heave or landslip, unless you told us about this and we accepted it.

Damage resulting from coastal or river erosion.

Damage to or resulting from movement of solid floor slabs unless the foundations beneath the external walls of the home are damaged by the same cause at the same time.

Damage within 10 years of construction caused by structures bedding down or madeup ground settling.

Damage occurring whilst the buildings are undergoing demolition, structural alteration or structural repair.

Damage caused by faulty materials, design or poor workmanship.

Reduction in market value following repair.

Damage for which compensation is provided by contract or legislation.

Falling trees or branches.

What is not covered

£200 excess unless otherwise stated in the policy schedule.

Loss or damage to gates and fences and damage caused by felling, lopping or topping of trees.

The cost of removal of the fallen tree or branch.

10

Loss of rent and the cost of alternative accommodation.

If your home is damaged by any cause listed under Section A and, as a result it cannot be lived in, we will pay any amounts which you are liable to pay and any ground rent you still have to pay, for up to 2 years.

We will also pay:

- rent you have lost;
- comparable alternative accommodation expenses for you, your family and pets until your home is ready to be lived in.

The most we will pay is £30,000 for any one incident.

£200 excess unless otherwise stated in the policy schedule.

If you have chosen both buildings and contents insurance then we will only pay under one section for any one claim.

Damage to services.

Accidental damage to:

- · cables and underground pipes which provide services to or from the buildings for which you are legally responsible;
- septic tanks and drain inspection covers for which you are legally responsible.

£200 excess unless otherwise stated in the policy schedule.

Damage caused to pitch fibre pipes as a result of pressure applied to them by the weight of soil or other covering materials.

De-lamination (separation of layers) of pitch fibre pipes.

Any costs arising from clearance of a blockage not directly resulting from a breakage of the pipe.

Damage which you are not legally responsible to repair.

What is not covered

12

Emergency access.

Damage to your home caused by forced access to deal with a medical emergency, perceived emergency or to prevent damage to the home.

The most we will pay is £1,000 for any one incident.

13

Trace and access.

If the buildings are damaged due to water and/or heating fuel escaping from tanks, pipes, equipment or fixed heating systems in your home, we will pay the cost of removing and replacing any other part of the buildings necessary to find and repair the source of the leak and making good.

The most we will pay is £5,000 for any one incident.

£200 excess unless otherwise stated in the policy schedule.

The cost of repairing the leak.

14

Contracting purchaser.

If you enter into a contract to sell any building which is insured by this policy, and the building is destroyed or damaged before the sale has been completed, the buyers will be entitled to any benefit from this insurance (for the damage or destruction) once the sale is completed.

This does not apply if the building is covered by any other insurance.

 $\ensuremath{\mathfrak{t}} 200$ excess unless otherwise stated in the policy schedule.

Loss or damage:

- after your home has not been lived in for more than 60 days in a row by you or your family;
- if the home is insured under another policy;
- · after the sale has completed.

15

Your liability as owner of your home.

(See also the Important Notices).

We will pay all amounts you legally have to

Continued

Liability:

 you have under any agreement unless you would have the same liability if the agreement did not exist;

pay as:

- compensation and claimant's costs and expenses; and
- legal costs and expenses you pay with our written permission in connection with defending any claim

arising from;

- i. injury to any person;
- ii. loss of or damage to property.

If you die, your personal representative will have the benefit of this section for any liability you have that is covered by this section.

Defective Premises:

We will pay any amount you are liable for under Section 3 of the Defective Premises Act 1972 or Section 5 of the Defective Premises (Northern Ireland) Order 1975 arising from accidental:

- i. injury to any person;
- ii. loss or damage to property happening during the period of insurance.

If the buildings section of this policy is cancelled or expires, this cover shall continue for a period of 7 years in respect of the buildings insured under this section before such cancellation or expiry.

The most we will pay is £2,000,000 for any one incident.

What is not covered

- for loss or damage caused by or arising from;
 - a. any passenger lift which you are responsible for maintaining;
 - b. you owning any land or building other than the home.
- for loss of or damage to property which belongs to you or is in your charge or control;
- which is insured by or would be insured by any other policy if this section did not exist;
- · for injury to you or your family;
- arising directly or indirectly from your trade, business or profession;
- loss, damage, injury or liability shown in the General Exclusions.
- liability for fines, penalties or liquidated damages or aggravated, punitive or exemplary damages or any damages resulting from multiplying compensatory damages.

For your information

Aggravated Damages - These are damages that are awarded when your behaviour or the circumstances of a case increase the injury to the other person because they are humiliated, distressed or embarrassed.

Liquidated Damages - These are damages where the amount to be paid for failing to keep to the terms of a contract has been agreed by the people involved in the contract, at the time the contract was made.

Multiplying Compensatory Damages - In some areas of the world the amount of money awarded as compensation is sometimes multiplied two, three or more times to act as a punishment to you.

Punitive or Exemplary Damages - These are damages that are awarded to punish you as well as compensate the other person if you did anything deliberately.

16

Debris removal and building fees.

Expenses for rebuilding or repairing the buildings as a result of damage insured under this section, including:

- architects, surveyors, consulting engineers and legal fees;
- the cost of clearing debris from the site or demolishing or shoring up the buildings;
- the cost to comply with government or local authority requirements, unless you had received notice to meet the requirements before the damage happened.

What is not covered

The cost of preparing a claim.

Buildings - Optional Cover

This cover only applies if you have selected it and it is shown on your schedule.

What is covered

17

Accidental damage.

Accidental damage to the buildings.

What is not covered

£200 excess unless otherwise stated in the policy schedule.

Maintenance and redecoration costs as a result of wear and tear.

Damage excluded in other parts of the buildings section.

Damage caused by:

- wear and tear, settlement, shrinkage or expansion, rats, mice, squirrels, owls, birds, foxes, badgers, insects, fungus, atmospheric or climatic conditions, or anything that happens gradually;
- faulty materials, design or workmanship;
- chewing, scratching, tearing or fouling by domestic animals;
- buildings renovations, alterations, extensions, or repairs;
- paying guests or lodgers;
- · electronic or mechanical breakdown;
- water entering the home regardless of how this happened (please note certain water damage is covered under Buildings Section A5).

Loss or damage that happens whilst the home has been left unoccupied or unfurnished.

Anything set out in the General Exclusions.

Section B - Contents

This cover only applies if you have selected it and it is shown on your policy schedule.

What is covered

Contents in the home.

Loss of or damage to the contents in your home caused by any of the following:

What is not covered

Also see General Conditions and General Exclusions.

Motorised vehicles, aircraft, boats, boards, and craft designed to be used on or in water, caravans, trailers, and the parts, spares and accessories on or in any of these.

Any living creature.

Securities (stocks and shares) and documents of any kind.

Landlord's fixtures and fittings.

Items held or used for business or professional purposes other than home working equipment.

Any part of the buildings.

Property more specifically insured.

Accidental loss of personal money.

1

- a. Fire, explosion, lightning or earthquake.
- b. Smoke.

£200 excess unless otherwise stated in the policy schedule.

b. Loss or damage that happens gradually.

2

Storm, flood or weight of snow.

£200 excess unless otherwise stated in the policy schedule.

Loss or damage to property in the open.

Loss or damage caused by rising water table levels.

Loss or damage caused by frost.

3

- a. Riot, civil unrest, strikes and labour or political disturbances;
- b. Malicious acts.

What is not covered

£200 excess unless otherwise stated in the policy schedule.

Loss or damage that is not reported to the police.

- b. Loss or damage caused by:
- You or persons lawfully on the premises;
- Computer viruses
- Domestic Employees
- · Paying guests or lodgers
- b. Loss or damage occurring whilst the property has been left unoccupied.

4

Collision by:

- Aircraft or other flying objects, or anything falling from them; or
- b. Vehicles or animals;
- c. Fireworks.

5

- Water escaping from any fixed water or heating installation or from any domestic appliance;
- Water freezing in tanks, equipment or pipes;
- Heating fuel escaping from any fixed or heating installation or from any domestic appliance.

£200 excess unless otherwise stated in the policy schedule.

b. Loss or damage caused by domestic animals.

£400 excess unless otherwise stated in the policy schedule.

Loss or damage that happens whilst the home has been left unoccupied or unfurnished.

Repairs to tanks, pipes or appliances unless caused by freezing.

Loss or damage caused by water overflowing from wash basins, sinks, bidets, showers and baths, as a result of taps being left on.

6

Theft or attempted theft.

£200 excess unless otherwise stated in the policy schedule.

Loss or damage occurring whilst the home has been left unoccupied or unfurnished.

What is not covered

6

Loss or damage whilst the property is being occupied by anyone other than you or a member of your family, unless caused by violent and forcible entry.

Theft by deception, unless deception is used solely as a means to enter the home.

Theft from garages or outbuildings unless someone has broken into or out of the garage or outbuilding by using forcible and violent means.

Loss or damage caused by you or persons lawfully on the premises.

Any amount over £2,500 for any one incident of theft from garages or outbuildings belonging to the home.

7

Falling radio or television aerials and dishes, wind turbines, and their fittings and masts.

£200 excess unless otherwise stated in the policy schedule.

Loss or damage arising from erection, dismantling, repair or maintenance.

Loss or damage to the installation.

8

Subsidence or heave of the site that your home stands on, or landslip.

£200 excess unless otherwise stated in the policy schedule.

Damage if you knew when this policy was originally incepted that any part of the building had already been damaged by subsidence, heave or landslip, unless you told us about this and we accepted it.

Damage resulting from coastal or river erosion.

Damage to or resulting from movement of solid floor slabs unless the foundations beneath the external walls of the home are

What is not covered

8

damaged by the same cause at the same time

Damage within 10 years of construction caused by structures bedding down or made-up ground settling.

Damage occurring whilst the buildings are undergoing demolition, structural alteration or structural repair.

Damage caused by faulty materials, design or poor workmanship.

Any loss or damage where compensation is provided by contract or legislation.

9

Falling trees or branches.

£200 excess unless otherwise stated in the policy schedule.

Loss or damage arising from felling, lopping or topping of trees.

10

Contents temporarily removed from your home

Loss of or damage to contents by any of the causes listed under Section B 1-9 while temporarily removed away from your home for a maximum of 90 days to:

- Any bank or safe deposit or any private home or building where you are living, employed or working in the British Isles;
- Anywhere else in Great Britain, Northern Ireland, Isle of Man or the Channel Islands.

The most we will pay is £5,000 for any one incident under a. and b. above.

 Loss or damage to your contents taken with you whilst studying away from your home.

Continued

£200 excess unless otherwise stated in the policy schedule.

Loss or damage occurring within the boundaries of your home.

- a. Theft of personal money, unless someone has broken into or out of a building by using forcible and violent means.
- a. Loss or damage whilst studying away from your home.
- Loss or damage to contents that are not in a building caused by storm or flood.
- Loss or damage if contents have been removed for sale or exhibition or placed in a furniture depository.

10

The most we will pay is £2,500 for any one incident under c. Above.

What is not covered

b. Loss or damage to contents whilst in a caravan, motor home or mobile home.

b. and c. Loss or damage by theft unless someone has broken into or out of a building by using forcible and violent means.

11

Contents in the open.

Loss of or damage to contents by any of the causes listed under Section B 1-9, happening in the open on land belonging to your home.

The most we will pay is £500 for any one incident.

£200 excess unless otherwise stated in the policy schedule.

Loss or damage occurring whilst the home has been left unoccupied or unfurnished.

Loss of or damage to pedal cycles.

Loss or damage to plants, trees and any growing matter.

Theft of personal money.

Loss or damage caused by storm or flood.

12

Replacement locks.

If keys to the locks of:

- a. External doors or windows of your
- b. A safe within or an alarm protecting your home

are accidentally lost or stolen we will pay the cost of replacing the locks or lock mechanisms.

The most we will pay is £500 for any one incident.

£200 excess unless otherwise stated in the policy schedule.

Damage to locks caused by mechanical, electrical or electronic fault or breakdown.

13

Fuel and metered water.

Accidental loss of:

- Domestic heating fuel;
- b. Metered water.

The most we will pay is £1,000 for any one incident.

14

Fatal injury benefit.

We will pay £5,000 if you die as a direct result of injury caused in your home by fire, explosion, lightning or intruders. For us to pay a claim, your death must happen within three months of the incident.

15

Loss of rent and the cost of alternative accommodation.

If your home is damaged by any of the events insured by this section and it cannot be lived in, for the period necessary to put your home back in a fit state to live in, we will pay for:

- a. Any rent you have to continue to pay;
- b. Reasonable expenses you have to pay for other accommodation;
- Reasonable expenses you have to pay for suitable accommodation for your domestic pets; and
- d. The necessary cost of temporarily storing the contents.

The most we will pay is £15,000 for any one incident.

(When we refer to "reasonable accommodation expenses" this means that we will pay for alternative accommodation

Continued

What is not covered

£200 excess unless otherwise stated in the policy schedule.

Loss or damage occurring whilst the home has been left unoccupied or unfurnished.

£200 excess unless otherwise stated in the policy schedule.

If you have chosen both buildings and contents insurance then we will only pay under one section for any one claim.

What is not covered

15

for you and your domestic pets taking all the circumstances of your claim into account, including factors such as your own needs, the alternative and comparable costs of accommodation available in the area and the length of time for which it is required).

16

Household removals.

Loss of or damage to contents while being removed by professional furniture removers from your home to your new permanent home (including temporary storage in a furniture depository for up to 7 days in a row) in the British Isles.

£200 excess unless otherwise stated in the policy schedule.

Personal money, coins, jewellery, furs, articles of gold or platinum, precious stones, securities (bonds and share certificates) stamps, deeds or documents of any kind. Loss or damage to china, glass, earthenware and other items of a brittle nature unless they have been professionally packed.

17

Religious festivals, wedding and civil partnership ceremonies.

The sum insured under the contents section is automatically increased by £3,000:

- for a month before and after your religious festival to cover gifts and extra food and drink bought for the occasion;
- for a month before and after your wedding day or civil partnership to cover gifts and extra items bought specifically for the wedding or ceremony occurring during the period of insurance.

£200 excess unless otherwise stated in the policy schedule.

18

Title deeds.

We will pay the cost of preparing new title deeds to your home up to £500 if they are lost or damaged by any of the causes listed under the Contents Section B 1-9.

£200 excess unless otherwise stated in the policy schedule.

What is not covered

19

Emergency access.

Damage to contents following necessary access to your home to attend a medical emergency, perceived emergency or to prevent damage to your home.

The most we will pay is £1,000 for a single incident.

20

Tenant's liability.

We will provide cover if you are legally responsible as a tenant for the following:

- Loss of or damage to your home and landlord's fixtures and fittings by any of the causes listed under Section B:
- b. Accidental breakage of:
 - fixed glass (including glass in solar panels);
 - fixed baths, shower trays, shower screens, bidets, wash basins, splash backs, pedestals, sinks, toilet pans and cisterns;

which form part of your home.

 Accidental damage to cables or underground pipes which provide services to or from the buildings, and septic tanks and drain inspection

The most we will pay is £3,000 for any one incident.

£200 excess unless otherwise stated in the policy schedule.

- a, b, c. Loss or damage excluded under Contents Section B.
- a, b, c. Loss or damage occurring whilst the home has been left unoccupied or unfurnished.
- c. Damage to cables and underground pipes due to a fault or limit of design, manufacture, construction or installation.

21

Occupier's, personal and employer's liability. (See also the Important Notices).

Your legal liability as occupier of the home to pay damages and claimants' costs and

Continued

Liability in connection with the following:

You (or anyone on your behalf) owning, possessing or using any motorised vehicle.

21

expenses for:

- accidental bodily injury;
- accidental loss of or damage to property

happening during the period of insurance in:

- Great Britain, Northern Ireland, Isle of Man or the Channel Islands;
- the rest of the world, for temporary visits.

The most we will pay is £2,000,000 for any one incident, unless a claim is made against you by any domestic employees where the injury or illness happens as a result of or in the course of their employment by you (in which case the most we will pay for any one incident is £5.000.000).

We will also pay all your costs and expenses which we have already agreed to in writing.

What is not covered

- b. Aircraft other than pedestrian controlled toys or models.
- c. Caravans or trailers whilst being towed.
- Boats, boards and craft designed to be used on or in water, other than those only propelled by oars or paddles or pedestrian controlled toys or models.
- e. You living in or occupying land or buildings other than the home or its grounds.
- f. You owning land, buildings or other fixed property.
- g. Deliberate or malicious acts.
- The transmission of any communicable disease by you or any member of your family.
- Dangerous dogs as defined in the Dangerous Dogs Act 1991 (or any later legislation).
- j. Any agreement, unless you would have been liable without the agreement.
- k. Any trade, business or profession.
- Loss of or damage to property which belongs to you or is in your care or control.
- m. Bodily injury to you or your family.
- n. The use of firearms other than sporting guns used for sporting purposes.
- o. The use of horses for racing.
- Loss or corruption of data directly or indirectly caused by the failure or malfunction of electronic equipment belonging to you or under your control.

For claims involving liability for bodily injury of a domestic employee working for you:

- Exclusions (b-i) and (k) will not apply.
- Exclusion a) above only applies where the motorised vehicle requires insurance under Road Traffic Acts.

What is not covered

21

Road Traffic Acts - Any Acts, Laws or Regulations which govern the driving or use of any motor vehicle in Great Britain, Northern Ireland, the Isle of Man and the Channel Islands.

22

Digital Information

Loss of or damage by any of the causes listed under section B1 - 9 to legally downloaded/audio visual files.

The most we will pay is £1,000 for any one incident.

Any illegally downloaded files or files where proof of purchase is not available
The cost of remaking any film, disc or tape or rewriting any of the information stored

Contents - Optional Cover

This cover only applies if you have selected it and it is shown on your policy schedule.

What is covered

What is not covered

23

Accidental damage.

Accidental damage to the contents while in your home.

£200 excess unless otherwise stated in the policy schedule.

Damage caused by:

- wear and tear, light, atmospheric or climatic conditions, moth, rats, mice, squirrels, owls, birds, foxes, bats, badgers, insects, mildew, fungus, wet or dry rot, or anything that happens gradually;
- water entering the home regardless of how this happened (please note certain water damage is covered under contents - Section B5);
- chewing, scratching, tearing or fouling by domestic animals;
- the process of cleaning, washing, repairing, or restoring any item;
- computer viruses;
- the cost of remaking any film, tape or disc or the value of any information contained on it:

What is not covered

- electrical or mechanical breakdown;
- paying guests or lodgers;
- damage excluded in other parts of the contents Section B 1-9;
- loss or damage happening while the home or any part of it is let or sublet.

Anything set out in the General Exclusions.

Section C - Personal Possessions

This cover only applies if you have selected it and it is shown on your policy schedule.

What is covered

What is not covered

24

Personal possessions section.

Loss or damage to your personal possessions (as specified in your policy schedule) whilst in the United Kingdom or anywhere else in the world for up to 60 days.

A single article limit of £1,500 applies to this section other than for:

- personal money where the most we will pay is £500;
- pedal cycles where the most we will pay is £500 per cycle (unless specified in your policy schedule).

Also see the General Conditions and General Exclusions.

£200 excess unless otherwise stated in the policy schedule.

Theft from an unattended vehicle (other than from a locked and concealed luggage boot, concealed luggage compartment or closed glove compartment of a securely locked vehicle which has been broken into by using force and violence). We will not pay more than £1,000 for any one incident.

Loss or damage caused by wear and tear, the process of cleaning, washing, repairing or restoring any item, light, atmospheric or climatic conditions, moth, rats, mice, squirrels, owls, birds, foxes, bats, badgers, or anything that happens gradually.

Depreciation in value.

Damage to sports racquets, sticks, bats and clubs while in play.

Confiscation or detention by customs or other officials.

What is not covered

Electrical or mechanical breakdown.

Computer viruses.

The cost of remaking any film, tape or disc or the value of any information contained on it.

Pedestrian controlled models whilst in operation.

Loss or damage which can be claimed under other insurance.

Theft by deception, unless deception is used only as a way to get into your home.

Damage to your property caused by or resulting from that property (or part of that property) failing to correctly recognise or respond to any date.

Shortages due to error or omission.

Losses not reported to the police.

Loss or damage to pedal cycles while being used for track racing or business purposes.

Loss or damage caused by theft or attempted theft of an unattended pedal cycle unless:

- in a locked building;
- attached by a security device to a permanently fixed structure.

Loss of or damage to accessories unless caused by an accident to the pedal cycle or unless the pedal cycle is stolen or destroyed by fire at the same time.

General Conditions

These conditions apply to all sections of the policy. Failure to comply with the terms below may result in us cancelling the policy and/or refusing to pay any claim; we may not pay any claim in full, we may revise the premium and/or change any excess and/or the extent of cover may be affected.

- 1. Your duty to prevent loss or damage
- a. You must take precautions to prevent accidents, loss or damage.
- All property insured under this policy must be maintained in good condition.
- If loss or damage does occur you must take steps to prevent further loss or damage where possible.

2. Your policy

Your policy includes:

- your policy schedule;
- this policy wording;
- any notice to policyholders;
- any endorsements which apply to your cover as shown in your policy schedule.

3. Claims

Your duties:

As soon as you are aware of an incident or cause which is likely to lead to a claim under this policy, you must:

- tell the police at your earliest opporuntity about any property which has been lost, stolen or maliciously damaged, and get a crime reference number;
- contact your insurer at your earliest opportunity;
- do all you can to get back any lost or stolen property and tell your insurer without unnecessary delay if any property is then returned to you;
- send your insurer any correspondence, legal or otherwise, received in relation to a claim or an event which may lead to a claim;
- avoid discussing liability with anyone else without your insurer's permission;
- You can make any temporary repairs to prevent further loss or damage. However, until you have discussed your claim with us we are unable to confirm that the loss or damage is covered by your policy. You should keep a copy of the invoices relating to the temporary repairs as they may form part of your claim. It would be helpful if you could take photographs

of the damage. We must have the chance to inspect the damage before you carry out permanent repairs.

To help prove your claim your insurer 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 of your property.

To help assist in dealing with your claim your insurer may require you to obtain estimates for the replacement or repair of damaged property. They will only ask for information relevant to your claim and they will pay for any expenses you incur in providing that information as part of your claim.

If someone is holding you responsible for damage to their property or for injury to them, please tell us at your first opportunity and give us full written details. If you receive any correspondence in relation to the claim, do not respond directly to it, please forward it on to us (This could include any claim form, summons to appear in court or other legal document). Do not admit you are responsible.

How your claim will be settled:

Your insurer will at their option repair, reinstate or replace the lost or damaged property, subject to the ppropriate excess:

- Where property cannot be replaced or repaired your insurer will pay in cash the amount of the loss or damage. The sums insured will not be reduced by any claim;
- Where your insurer can offer repair or replacement through a preferred supplier but agrees to pay a cash settlement, then payment will not exceed the amount that they would have paid the preferred supplier. If an equivalent replacement is not available then your insurer will pay the full replacement cost of the item:
- An approved supplier may be appointed by your insurer to act on their behalf to further validate your claim and they are authorised to arrange a quotation, a repair or a replacement where appropriate;
- Any permanent repairs made by our approved suppliers are guaranteed.

Wear and Tear

Under Section A - Buildings, if repair or reinstatement is carried out there will be no deduction provided that the sum insured represents the full value of the buildings and they have been maintained in good repair.

Under Section B - Contents, there will be no deduction for contents provided they have been maintained in good repair and the sum insured represents the full value of the property.

Matching sets, suites and carpets

An individual item of a matching set of articles or suite of furniture or sanitary ware or other bathroom fittings is regarded as a single item. Your insurer will pay you for individual damaged items but not for undamaged companion pieces. If the individual damaged items cannot be repaired or a replacement found we will also pay up to 50% towards the undamaged part of the set or suite of furniture, sanitary ware or bathroom fittings. Where carpeting is damaged beyond repair only the damaged carpet will be replaced; not undamaged carpet in adjoining rooms.

4. Other Insurance

If at the time of any claim you have other insurance covering the claim we will only pay our share of the claim even if the other insurer refuses the claim.

5. Your insurer's rights

Your insurer may:

- take over and conduct the defence or settlement of any claim, or right you may have against another person, in your name;
- enforce your right against any other person (in your name for your insurers own benefit) any claim for indemnity or damage;
- in a perceived emergency enter your home where loss or damage has occurred. To safeguard your home against further loss or damage, your insurer may take and keep possession of insured contents and personal possessions and deal with the salvage.

Your insurer has the right to do as your insurer sees fit in legal action and in settling your claim.

6. Fraud

If you or anyone acting for you:

 deliberately misrepresents or deliberately fails to disclose relevant facts at any time that

- affect either the terms and conditions, the premium or whether we accept cover:
- makes a claim in a fraudulent or false way, or where we are given any documents which are false or stolen;

We may:

- cancel or void your policy and all other policies to which you are connected to with us:
- not pay any claim which is in any way fraudulent, false or exaggerated;
- aim to recover any costs we have incurred and not return any premium;
- tell the police if we suspect fraud.

7. Your duty to keep to the conditions of this policy

To be covered by this insurance, you must keep to the terms and conditions of this policy.

8. Arbitration

If we accept your claim but you do not agree with the amount we will pay you, we will refer the matter to an arbitrator chosen by you and us. You cannot take any action against us until you and we have received the arbitrator's final decision.

9. Index Linking

Specified personal possessions sums insured are automatically adjusted in line with changes in The Consumer Durable Section of the General Index of Retail Prices or its equivalent.

10. The right level of cover

It is your responsibility to make sure that the amount you insure represents the full value of your property.

For buildings, this means the full cost of rebuilding your property, including any outbuildings in the same form, size, style and condition as when new and including debris removal and building fees.

For contents, this means the full cost of replacing all the property at today's prices.

It is important that you insure for the full amount, as the sums insured in the policy schedule are the maximum that we will pay in the event of a claim. If the sum insured is less than the full value of the property insured, we will reduce the amount claimed in proportion with the underinsurance. For example, if the amount insured is only 80% of the

actual replacement cost, we will only pay 80% of your claim.

11. Information and changes you must tell us about

Please tell your insurance advisor if there are any changes to the information set out in the statement of fact or on your policy schedule. You must also tell your insurance advisor about the following changes:

- any intended alteration to, extension to or renovation of your property. However you do not need to tell your insurance advisor about internal alterations to your property unless creating an additional bedroom, bathroom or shower room;
- any change to the people insured, or to be insured:
- any change or addition to the contents or the property to be insured that results in the need to increase the amounts insured or the limits that are shown on your policy schedule;
- if your property is to be lent, let, sub-let, or used for business purposes (other than occasional clerical work);
- if your property is to be unoccupied;
- if any member of your household or any person to be insured on this policy is charged with, or convicted of a criminal offence (other than motoring offences); or
- if you or any member of your family or anyone living with you is declared bankrupt or has

- received a County Court Judgement (CCJ);
- A change to your correspondence address;
- A change to the insured property address as shown on your policy schedule;
- If you are no longer residing within the UK.

If you are in any doubt, please contact your insurance advisor.

When your insurance advisor notifies us of a change, we will tell your insurance advisor if this affects your policy, for example whether we are able to accept the change and if so, whether the change will result in revised terms and/or premium being applied to your policy.

If the information provided by you is not complete and accurate:

- we may cancel your policy and refuse to pay any claim;
- we may not pay any claim in full;
- we may revise the premium and/or change any excess and/or the extent of the cover may be affected.

In some circumstances we may not be able to continue your policy following the changes. Where this happens you will be told and the policy will be cancelled in line with your Cancellation Rights.

General Exclusions

This policy does not cover:

1. War

Any consequence whatsoever which is the direct or indirect result of any of the following, or anything connected with any of the following, whether or not such consequence has been contributed to by any other cause or event:

War, invasion, act of foreign enemy, hostilities or a warlike operation or operations (whether war be declared or not), civil war, mutiny, rebellion, revolution, military rising, insurrection, civil commotion assuming the proportions of or amounting to an uprising, military or usurped power.

2. Terrorism

Any consequence whatsoever which is directly or indirectly caused by nuclear and/or chemical and/or biological and/or radiological means, or anything connected with those means, and which is the direct or indirect result of terrorism or anything connected

with terrorism, whether or not such consequence has been contributed to by any other cause or event.

Terrorism is defined as any act or acts including, but not limited to:

- a. the use or threat of force and/or violence;
- harm or damage to life and/or to property (or the threat of such harm or damage) including, but not limited to, harm or damage by nuclear and/or chemical and/or biological and/or radiological means.
- those caused or occasioned by any person(s) or group(s) of persons in whole or in part for political, religious, ideological or similar purposes including, but not limited to, the intention to influence any government and/or to put the public or any section of the public in fear, or is claimed to be caused or occasioned in whole or in part for such purposes.

3. Date change and computer viruses

Any loss, damage or liability arising from:

- The failure of a computer chip, computer software, or any other electronic equipment to recognise a true calendar date.
- b. Computer viruses.

4. Sonic Bangs

Loss of or damage to property caused by pressure waves from aircraft and or other aerial devices travelling at or above the speed of sound.

5. Radioactivity

Loss, damage or liability which involves:

- a. Ionising radiation or radioactive contamination by nuclear fuel or nuclear waste.
- The radioactive toxic explosive or other dangerous properties of explosive nuclear equipment.

6. Pollution or contamination

Loss, damage or liability arising from pollution or contamination unless caused by:

- A sudden and unexpected accident which can be identified.
- Heating fuel leaking from a domestic heating installation at the home.

7. Things that happen gradually

Any loss, damage or liability arising from anything that happens gradually.

8. Confiscation

Loss of or damage to any property due to confiscation, requisition or destruction by order of any government, public or local authority.

9. Existing damage

Any loss, damage, injury or liability as a result of an event which happened before the cover under this policy started.

10. Deliberate Acts

Any loss or damage deliberately caused by you, or your family, or by any other person lawfully in your home.

11. Geographical Limits

Any damage, injury or liability arising out of any event outside Great Britain, Northern Ireland, Isle of Man or the Channel Islands unless specifically included in the policy wording.

12. Loss of value and depreciation

Loss of value and depreciation resulting from the repair or replacement of lost or damaged property.

13. Domestic pets

Loss or damage caused by domestic pets.

Important notices

If you are the owner and occupier of the home insured by this policy;

Accidents that happen in the buildings or on land are nearly always the responsibility of the occupier (the person who lives in the buildings or on the land) rather than the owner.

If you are the owner and the occupier of the buildings, please remember that the buildings insurance does not cover your legal liability as the occupier of the home or its land.

To protect you as the occupier, you will need to arrange contents insurance which provides occupiers' personal liability cover.

Defective Premises Act 1972

The Defective Premises Act 1972 imposes duties in connection with the provision of dwellings and imposes liability for injury or damage caused to persons through defects in the state of premises. Section 3 of the Defective Premises Act 1972 (or in Northern Ireland Section 5 Defective Premises Northern Ireland Order 1975) extends the duty of care in certain circumstances after the dwellings have been disposed of. For further guidance please see the Office of Public Sector Information website (opsi.gov.uk) or contact the Citizens Advice Bureau.

Contracts (Rights of Third Parties) Act 1999 Clarification Clause

A person who is not a party to this insurance has no right under the Contracts (Rights of Third Parties)

Act 1999 to enforce any term of this insurance but this does not affect any right or remedy of a third party which exists or is available apart from that Act.

Dangerous Dogs Act 1991

The Dangerous Dogs Act 1991 imposes certain requirements on specific types of dog. It also places requirements in relation to dogs which are, as described in the Act, dangerously out of control. For further guidance please see the Office of Public Sector Information website (opsi.gov.uk) or contact the Citizens Advice Bureau.







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