

PROPERTY DAMAGE INFORMATION



Please complete the incident report form (see reverse), and return to the Town of East Fremantle with the information required, as detailed below. These questions/checklist are to assist the Town in preparing a property claim to send to insurers.

REPAIR RESPONSIBILITIES

Town of East Fremantle Responsibilities:

- Building Insurance
- External Vandalism
- Structural Maintenance
- *Please refer to lease or license agreement*

Club Responsibilities:

- Public Liability Insurance
- Internal Fittings
- General Building Maintenance
- Services & Utility Charges
- Cleaning

PROPERTY DAMAGE

Notification: Notification to the Town of East Fremantle must be in writing using the form (overleaf). You may notify the Town of East Fremantle by calling 9339 9339 in extenuating circumstances, however the form will need to be completed and submitted as soon as practicable.

Excess: Excess for Property Insurance is \$1000.00.
The Club is liable for excess only where they are responsible for the damage.
Where the damage requires immediate action / emergency repairs to minimise further damage or risk, please call the Town of East Fremantle on 9339 9339. Out of office hours please contact the Town of East Fremantle Rangers on 0418 947 312.

Emergency Repairs: Where the damage requires urgent immediate action that the Town of East Fremantle cannot provide you may undertake emergency repairs*. You **must** notify the Town as soon as possible of the action undertaken.

**Please refer to the Town's preferred supplier list.*

Incident Report: The incident report form (overleaf) and checklist below have been developed to ensure you collate and submit the required information for the claim to be processed in a timely manner.

PROPERTY DAMAGE CHECKLIST

- Ensure area safe / no public in immediate danger
- Notify Police *Please record Police Report number on the Report Form (reverse)*
- Notify the Town of East Fremantle on 9339 9339 or via email to admin@eastfremantle.wa.gov.au
- Take photographs
- Arrange emergency repairs *Refer to the Town's preferred supplier list and keep details of contractors/works.*
- Obtain repairs quotes / estimates

REQUIRED ATTACHMENTS

- Attach copy of Police Report
- Attach copy of photos taken
- Attach copy of quotes / estimates for repairs

PROPERTY DAMAGE INCIDENT REPORT FORM

Please complete this form and return to the Town of East Fremantle to report any damage/loss. No further investigation or action can be taken without the submission of this form. Please refer to Property Damage Information (see reverse) for details on who is responsible for certain repairs along with what documents need to be attached.

This form should be emailed to admin@eastfremantle.wa.gov.au.

CONTACT INFORMATION

Full Name: _____ **Position:** _____

Organisation: _____

Address: _____

Postal Address: _____

Contact Number: _____ **Mobile:** _____

Email: _____

INCIDENT DETAILS

Date of Loss: _____ **Time (approx.):** _____

Location of Loss: _____

Type of Loss: Burglary / Theft Fire / Explosion Accidental Loss Malicious Damage
 Water Damage Adverse Weather Other: _____

Actual / estimated damage / loss: \$ _____

Were there witnesses? Yes No *If yes, please provide their name, address and contact number.*

Were any photos taken? Yes No *If yes, please ensure you provide copies*

Is there a security alarm? Yes - Local Yes - Monitored No **If yes, did it operate?** Yes No

Is there CCTV on site? Yes No **If yes, did it record?** Yes No

Were the police notified? Yes No **If yes, Police Report No.:** _____

Do you require the Town to arrange repairs? Yes No

Full description of incident *including cause and resultant damage / loss, method of entry, adverse weather etc.*

Where the damage requires immediate action that the Town of East Fremantle cannot provide i.e. outside of office hours, you may undertake emergency repairs. You must notify the Town as soon as possible of the action undertaken.

CONFIRMATION

I confirm that the details provided above are true and correct to the best of my knowledge.

Signature: _____ **Date:** _____

OFFICE USE ONLY