

# PETPLAN SANCTUARY

## POLICY INFORMATION

**Applying to Sections 1 to 8 only**

*For section 9 please read the relevant policy information sheet*

**Effective from 5th February 2024**

Arranged by

**BrooksBraithwaite**  
(Sussex) LTD

Part of the Petc<sup>o</sup>ver<sup>r</sup> Group

**Allianz** 

## Policy information for Sections 1 to 8 - Dog Clubs and Societies

This Policy Information document is designed to give information on cover available under sections 1 to 8 of the policy and does not give the full terms and conditions of the insurance policy. These will be shown in your Terms and Conditions and Insurance Schedule/Insurance Quotation; you may request a copy of the Terms and Conditions by telephoning **Brooks Braithwaite (Sussex) Ltd on 0345 070 1064** or alternatively this can be found on our website.

### What type of insurance is this?

This policy covers Employers', Public, Member to Member and Product Liability, Property Loss and Damage, and Care, Custody and Control of Animals. These sections are only effective where shown as 'insured' on your Insurance Schedule/Insurance Quotation.

### How long does my policy run for?

This policy will remain in force for 12 months from the date it starts and during any period you renew, as long as you continue to pay the premium.

**Your policy can include the following sections. Information about Section 9 - Care, Custody and Control of Animals, can be found in a separate policy overview document.**

**The sections you're covered for will be shown on your Insurance Schedule/Insurance Quotation as 'Insured'.**

### General Exclusions that apply to all sections of the policy

- Any loss or damage as a result of; war (whether declared or not), riot, strikes, nuclear reaction, radiation or radioactive contamination or any act of terrorism.
- This insurance does not cover any loss, damage, claim, cost, expense or other sum directly or indirectly attributable to or as a consequence of fair wear and tear.

### Section 3 - Money

#### Significant Features and Benefits

- Provides cover against loss of money (including cheques, cash, money orders, postal orders etc) in connection with your Dog Club or Society.
- The cover extends to provide compensation if the theft results in injury to the Insured.
- The cover level may be extended to £8,000 for the payment of an additional premium.

#### Significant Exclusions or Limitations

- Loss of any money:
  - Whilst in transit unless due to assault, violence or threat of violence.
  - By shortage due to error, omission or mysterious disappearance.
  - Caused by the dishonesty of any officer, member or employee of the Insured.
  - From an unattended vehicle or an unattended stand at a show or exhibition.
- An excess on each and every claim or as stated on your Insurance Schedule/Insurance Quotation.

See Section 3, Exclusions - points 1, 3, 4, 5 and 9.

### Section 5a - Specified All Risks Cover

#### Significant Features and Benefits

- Cover for computers and other equipment (staging etc) used in connection with your Dog Club or Society, on and off the premises, EU wide.

#### Significant Exclusions or Limitations

- Loss from an unattended vehicle when the equipment is being transported unless such vehicle is securely locked and alarm systems are activated.
- An excess on each and every claim or as stated on your Insurance Schedule/Insurance Quotation.

See Section 5, Exclusions - points 4 and 6.

### Section 5b - Specified All Risks Cover

#### Significant Features and Benefits

- Cover for Cups and Trophies used in connection with your Dog Club or Society, on and off the premises, EU wide.

#### Significant Exclusions or Limitations

- Loss from an unattended vehicle when the equipment is being transported unless such vehicle is securely locked and alarm systems are activated.
- An excess on each and every claim or as stated on your Insurance Schedule/Insurance Quotation.

See Section 5, Exclusions - points 4 and 6.

### Section 6a - Loss or Theft of Keys

#### Significant Features and Benefits

- Cover for the replacement of lost or stolen keys required for buildings used in connection with your Dog Club or Society activities, including the replacement of locks necessary to keep the premises secure.

#### Significant Exclusions or Limitations

- Loss by theft, unless by force and/or violence.
- Member's personal keys.
- An excess on each and every claim or as stated on your Insurance Schedule/Insurance Quotation.

See Section 6a, Exclusions - points 1, 2 and 5.

### Section 7 - Employers' Liability

#### Significant Features and Benefits

- Cover for your Employers' Legal Liability to any person who may be deemed as an employee of your Dog Club or Society in the event of death, injury or disease sustained whilst working in connection with your Dog Club or Society activities.

#### Significant Exclusions or Limitations

- The limit of Indemnity in respect of an Act of Terrorism or Liability in respect of Asbestos shall not exceed £5,000,000.

See Section 7, Exclusions - points 3 and 4

- If at the time of any event to which Liability under the insurance applies there is but for the existence of this insurance, any other insurance covering the same loss or damage, the Insurers will not be liable under this policy except in respect of any excess amount beyond the amount which would be payable under such other insurance had this policy not been effected.

See Section 7 - Conditions - point 5.

### Section 8 - Public, Member to Member and Products Liability

#### Significant Features and Benefits

- Cover in respect of your Dog Club or Society's legal liability to third parties including related legal costs if a third party is killed, injured or their property is damaged.
- Extended to Member to Member legal liability if one member of your Dog Club or Society is found to be legally liable for injuring another member or their dog, or causing damage to their property at an organised Dog Club or Society event.
- Includes Corporate Manslaughter legal defence costs.

#### Significant Exclusions or Limitations

- Any liability in respect of the rehoming of animals.

See Section 8 - Exclusion 13

- An excess for Third Party Property damage only or as stated on your Insurance Schedule/Insurance Quotation.

See Section 8 - Exclusion 15

- If at the time of any event to which Liability under the insurance applies there is but for the existence of this insurance, any other insurance covering the same loss or damage, the Insurers will not be liable under this policy except in respect of any excess amount beyond the amount which would be payable under such other insurance had this policy not been effected.

See Section 8 - Condition 3

### How the Scheme Administrator uses personal information

Brooks Braithwaite (Sussex) Limited are the data controller of any personal information you provide to us or personal information that has been provided to us by a third party. We collect and process information about you in order to arrange insurance policies and to process claims.

Your information is also used for business purposes such as fraud prevention and detection and financial management. This may involve sharing your information with third parties such as insurers, brokers, reinsurers, claims handlers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators, police and government agencies or fraud prevention agencies.

We may record telephone calls to help us monitor and improve the service we provide. For further information on how your information is used and your rights in relation to your information please see our Privacy Policy - [www.brooksbraithwaite.com/privacy-policy/](http://www.brooksbraithwaite.com/privacy-policy/).

If you are providing personal data of another individual to us, you must tell them you are providing their information to us and show them a copy of this notice.

### How Ecclesiastical use personal information

For information on how Ecclesiastical use your personal data and your rights in relation to your personal data please refer to their Privacy Policy at [www.ecclesiastical.com/privacypolicy](http://www.ecclesiastical.com/privacypolicy) or contact their Data Protection Officer at Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom or on 0345 6073274 or email [compliance@ecclesiastical.com](mailto:compliance@ecclesiastical.com)

### Cancellation rights

You have the right to cancel your insurance within 14 days of receiving your policy documentation and receive a full refund of any premium paid, provided that there have been no claims either paid, reported or outstanding. For the purposes of this cancellation clause, it will be deemed that you have received your policy documentation upon the day following the date it was posted to you by first class post.

If you do cancel your insurance within the initial 14 day period, then no cover will have been in place from the proposed date of inception of the insurance and no liability whatsoever shall attach to the insurers in respect of the policy.

If you do not exercise your right of cancellation within the initial 14 day period, your insurance cover will automatically come into force from your original requested inception date. You are then liable to pay the full annual premium although we may have agreed to collect this by monthly direct debit.

Following the expiry of the initial 14 day period, your insurance may be cancelled at any time at your written request. You will be liable for the payment of premium for the time that your insurance has been in force plus the period to the end of the calendar month in which it is cancelled. In the event of cancellation where there has been a claim under your insurance, you will be liable to pay the full annual premium.

**To cancel your insurance in accordance with the above, you must contact:**

**Petplan Sanctuary, 4 Bridge Road Business Park, Bridge Road, Haywards Heath, West Sussex RH16 1TX.**

**Telephone: 0345 070 1064**

**Email: [enquiries@petplansanctuary.com](mailto:enquiries@petplansanctuary.com)**

## Cancellation - the rights of the insurer

The insurers may cancel this policy by giving the insured 14 days notice in writing sent to the last known address. The insured will be entitled to a proportionate return of the premium in respect of the unexpired period of insurance. The amount of premium to be refunded under this condition will be reduced by all unpaid premiums or unpaid premium direct debit instalments due.

## How do I notify a claim?

You can notify us of a claim and obtain a claim form by calling **0345 070 1064** or alternatively please write to:

**Petplan Sanctuary, 4 Bridge Road Business Park, Bridge Road,  
Haywards Heath, West Sussex RH16 1TX.**

## Additional information

When you arrange your insurance cover through Brooks Braithwaite (Sussex) Ltd you are dealing with a company that truly specialises in 'animal risk management'. We are not general insurance brokers and only operate in the area of 'animal risk management'. We sell and administer **Petplan Sanctuary** policies and provide insurance covers in respect of animal boarding and quarantine establishments, dog clubs and societies, dog trainers and behaviourists, pet sitters and walkers, dog and cat groomers, dog hydrotherapists, animal sanctuaries etc. in the areas of buildings and contents cover, business interruption, care, custody and control of animals, public, and employers' liability. We also offer household cover for people engaged in the running of animal related businesses.

We provide a full in-house underwriting, administration and claims service except in the case of claims for liability and property damage which are dealt with by the insurers, where we act as an intermediary.

We also trade as '**ExoticDirect**' and provide insurance covers in respect of Exotic Animal transit, quarantine, mortality, veterinary fees, fire, theft, weather perils, public and employers' liability.

## Sections 1 to 8 are Underwritten by:

### **Ecclesiastical Insurance Office plc**

Ecclesiastical's Head Office and registered details are Ecclesiastical Insurance Office plc (EIO). Reg. No. 24869. Registered in England at Benefact House, 2000, Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom. EIO is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Firm Reference Number 113848.

**The Scheme Administrator: Brooks Braithwaite (Sussex) Limited** is authorised and regulated by the Financial Conduct Authority. Financial Services Register No. 304839.

# PETPLAN SANCTUARY

## POLICY OVERVIEW

**Applying to Section 9 - Care, Custody and Control of Animals only**

*For other sections please read the relevant Policy Overview sheet*

**Effective from 5th February 2024**

Arranged by

**BrooksBraithwaite**  
(Sussex) LTD

Part of the Petc<sup>o</sup>ver Group

**Allianz** 

## Policy Overview

*This document only contains information about Section 9 - Care, Custody and Control of Animals. For other sections please read the relevant Policy Overview sheet.*

This is a policy overview only and does not contain full terms and conditions of the contract of insurance. Some covers are optional and will only apply if you have selected them. Full terms and conditions can be found in the policy documents, a copy of which is available on request.

The Scheme Administrator of Petplan Sanctuary is Brooks Braithwaite (Sussex) Ltd.

### What is Section 9 of the Petplan Sanctuary Insurance policy?

Section 9 - Care, Custody and Control of Animals of the Petplan Sanctuary policy is designed to provide animal health insurance. This section is underwritten by Allianz Insurance plc.

### What is the policy duration?

This policy has a 12-month period of insurance (unless shown differently on your Insurance Schedule), and is annually renewable. Start and end dates of the policy are detailed in your Insurance Schedule.

### How do I cancel the contract?

You have the right to cancel your insurance within 14 days of receiving your policy documentation and receive a full refund of any premium paid, provided that there have been no claims either paid, reported or outstanding.

If you do not cancel within the initial 14 day period, your insurance cover will automatically come into force from your original requested inception date. Following the expiry of the initial 14 day period, your insurance may be cancelled at any time at your request. You will be liable for the payment of premium for the time that your insurance has been in force plus the period to the end of the calendar month in which it is cancelled. In the event of cancellation where there has been a claim under your insurance, you will be liable to pay the full annual premium.

To cancel your insurance please contact your insurance broker (if you have one) or the Scheme Administrator at:

Petplan Sanctuary,  
4 Bridge Road Business Park,  
Bridge Road,  
Haywards Heath,  
West Sussex RH16 1TX

Telephone: 0345 070 1064

Email: [enquiries@petplansanctuary.com](mailto:enquiries@petplansanctuary.com)

### How do I make a claim?

You can notify a claim and obtain a claim form by calling 0345 070 1064 or writing to:

Petplan Sanctuary,  
4 Bridge Road Business Park,  
Bridge Road,  
Haywards Heath,  
West Sussex RH16 1TX

Alternatively, a claim form can be downloaded from the website: [www.petplansanctuary.co.uk](http://www.petplansanctuary.co.uk)

### Your Obligations

You must make a fair presentation of the risk at inception, renewal and variation of the policy.

The premium is to be paid on request. Please speak to your insurance broker (if you have one) or the Scheme Administrator about the options available for the payment of your premium.

Please periodically review the policy documentation to make sure that it meets and continues to meet your needs and that you understand its terms, conditions, limits and exclusions. If you wish to make a change or if there is anything you do not understand please contact your insurance broker (if you have one) or the Scheme Administrator. If you fail to do so your policy may not operate or not operate fully.

Please tell your insurance broker (if you have one) or the Scheme Administrator as soon as reasonably possible if there are any changes to your circumstances which could affect your insurance. If your

circumstances change and you do not tell your insurance broker (if you have one) or the Scheme Administrator, you may find that you are not covered if you need to make a claim.

You must tell your insurance broker (if you have one) or the Scheme Administrator, as soon as you can about any claim or incident that may lead to a claim. You, or anyone claiming under this policy, must not admit fault or responsibility or pay, offer or agree to pay any money or settle any claim without our permission.

### Would I receive compensation if Allianz were unable to meet its liabilities?

Allianz Insurance plc contributes to the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the FSCS if Allianz Insurance plc are unable to meet its liabilities. Further information about compensation scheme arrangements is available at [www.fscs.org.uk](http://www.fscs.org.uk), by emailing: [enquiries@fscs.org.uk](mailto:enquiries@fscs.org.uk) or by phoning the FSCS on 0800 678 1100 or 0207 741 4100.

### What is the law applicable to the contract?

The law applicable to this contract is English Law and the decisions of English courts. All Acts of Parliament within the Policy wording include equivalent legislation in Scotland, Northern Ireland, the Isle of Man or the Channel Islands as the case may be.

### How do I make a complaint?

Our aim is to get right, first time, every time. If you have a complaint the Scheme Administrator will try to resolve it straight away. If they are unable to they will confirm they have received your complaint within five working days and do their best to resolve the problem within four weeks. If they cannot they will let you know when an answer may be expected. If the Scheme Administrator has not resolved the situation within eight weeks they will issue you with information about the Financial Ombudsman Service (FOS) which offers a free, independent complaint resolution service.

If you have a complaint please contact the Customer Satisfaction Manager at:

Petplan Sanctuary,  
4 Bridge Road Business Park,  
Bridge Road,  
Haywards Heath,  
West Sussex RH16 1TX

Telephone: 0345 070 1064

Email: [enquiries@petplansanctuary.com](mailto:enquiries@petplansanctuary.com)

You have the right to refer your complaint to the Financial Ombudsman, free of charge - but you must do so within six months of the date of the final response letter. If you do not refer your complaint in time, the Ombudsman will not have our permission to consider your complaint and so will only be able to do so in very limited circumstances. For example, if the Ombudsman believes that the delay was as a result of exceptional circumstances.

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

Website: [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk) Telephone: 0800 023 4567 or 0300 123 9123 Email: [complaint.info@financial-ombudsman.org.uk](mailto:complaint.info@financial-ombudsman.org.uk)

Using our complaints procedure or contacting the FOS does not affect your legal rights.

# Cover

## Care, Custody and Control of Animals – Policy Section 9

Significant Features and Benefits	Significant Exclusions or Limitations
<p>Cover for:</p> <ul style="list-style-type: none"><li>• Veterinary fees</li><li>• Death benefit</li><li>• Loss by theft, straying or deliberate release</li><li>• Loss of boarding fees</li><li>• Advertising and reward</li><li>• Animals in transit</li><li>• Custodial responsibility</li></ul> <p>The amount we will pay is the maximum benefit shown on your Insurance Schedule.</p> <p>Cover for such costs as; veterinary treatment costs, replacement value of an animal in the event of the animal's death whilst in your care, custody and control in connection with your business activities as stated on your Insurance Schedule/Insurance Quotation.</p> <p>Cover for loss by theft or straying and animals in transit whilst in your care, custody and control in connection with your business activities as stated on your Insurance Schedule/Insurance Quotation.</p> <p>To cover your Custodial Responsibility for animals in your care, custody and control. This offers cover in respect of costs and expenses incurred in defending or settling any claim for negligence made against you by any person utilising the services supplied under your normal contract or conditions of business.</p> <p><i>Cover is provided in Great Britain, Northern Ireland, the Channel Islands or the Isle of Man, except where stated to the contrary.</i></p>	<p><b>The policy does not cover:</b></p> <ul style="list-style-type: none"><li>• Any veterinary fee and/or death benefit as a result of any veterinary condition that was present before the animal came into your care, custody and control.</li><li>• Any benefit for an injury or illness deliberately caused by the Insured, their employees or any member of the Insured's family.</li><li>• Any benefit in respect of any animal that is owned by the Insured, their employees or any member of the Insured's family.</li><li>• Any benefit if the animal is lost, killed or injured whilst not in the care, custody and control of the insured and in connection with the Insured's business.</li><li>• The insurer will not pay more than the maximum benefit shown on the Insurance Schedule for each animal.</li><li>• Animals less than 8 weeks old.</li><li>• Any animal which has been boarded at a commercial animal boarding establishment or in the Insured's care custody and control for more than 31 consecutive days or for more than 6 months at any animal quarantine establishment.</li><li>• Animals in statutory quarantine unless stated otherwise on your Insurance Schedule.</li><li>• Strays, rescued animals, any animal owned by or the responsibility of a Local Authority, charity, any public body or any guard or security business unless stated on your Insurance Schedule.</li><li>• Any animal which the Insured owns or for which the Insured is responsible for any reason not connected with the Insured's normal Business activities.</li><li>• Any dogs used for guarding, racing or any commercial purpose unless stated on Your Insurance Schedule.</li><li>• Any loss caused if the Insured breaks the United Kingdom or European Union laws or regulations, including those relating to animal health and importation.</li><li>• Any sums of money expended by way of the animal being confiscated or destroyed by government or public authorities, or under the terms of the Animals Act 1971 (or as amended) because it was worrying livestock.</li><li>• Any sums of money expended because the Department for Environment, Food and Rural Affairs (DEFRA), or similar Government or Local Government body, have put restrictions on any Animal that the Insured is boarding.</li><li>• Any sums of money expended resulting from any Illness set out in the following list unless the animal is currently vaccinated against it and such vaccination is up to date.</li><li>• Dogs - Distemper, hepatitis, leptospirosis and parvovirus.</li><li>• Cats - Feline infectious enteritis and cat flu.</li><li>• Rabbits - Myxomatosis and viral haemorrhagic disease.</li><li>• Any dog that must be registered under the Dangerous Dogs Act 1991 and the Dangerous Dogs (Amendment) Act 1997 (or as amended).</li><li>• Legal expenses, fines and penalties connected with or resulting from a Criminal Court Case or Act of Parliament.</li><li>• Indemnity if the death, injury or Illness results from you using any medicine not prescribed by a vet.</li><li>• Any death, injury or Illness which is deliberately caused by the Insured, the Insured's Employees' or family.</li><li>• Any death, injury or illness caused by any other animal in the Insured's care custody and control.</li><li>• Any Excess as stated on your Insurance Schedule.</li></ul>

### Allianz.co.uk

Allianz Insurance plc.  
Registered in England number 84638  
Registered office: 57 Ladymead, Guildford,  
Surrey GU1 1DB, United Kingdom.

Allianz Insurance plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Financial Services Register number 121849.