

# **Tools & Materials**

## **Insurance**

### **policy**



# Welcome to Admiral Business

## Tools & Materials policy

This booklet sets out **your** contract for **Tools & Materials** cover. Please read it carefully along with **your** current **policy schedule** and **statement of insurance**. This is important, as the agreement to insure **you** is based on this information.

This policy is designed to meet the needs of anyone wishing to make sure their **tools** and **materials** are covered in the event of a road traffic collision, fire, theft or attempted theft from **your specified vehicle** or **storage location** stated in **your** policy schedule.

As with any insurance, this policy does not cover all situations, and **you** should read the terms and conditions of this policy to make sure it meets **your** specific needs.

Admiral Business does not make personal recommendations as to the suitability of the policy to individual circumstances. This means **you** are responsible for deciding whether the policy is suitable for **your** needs.

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# About your Tools & Materials cover

Thank **you** for purchasing **your Tools & Materials** cover from **us**. **We're** confident **our** friendly, fast and transparent service will keep **you** a happy customer for years to come.

**We** hope this booklet clearly explains the **Tools & Materials** cover **you've** bought. If **you** have any questions, please don't hesitate to call our Admiral Business Customer Services team on **020 3808 7099** or email: [contact@admiralbusiness.com](mailto:contact@admiralbusiness.com)

This **policy wording**, **policy schedule** and **statement of insurance** sets out the details of **your** insurance cover. Please read these carefully.

## Your policy

Key words in this **policy wording** are defined in 'Section 1: Definitions'. If a word has a defined meaning it will be **highlighted in bold** and will have the same meaning across this **Tools & Materials policy wording**.

# Section 1 Definitions

## Specified vehicle

The vehicle (including any attached trailer) that appears on **your Tools & Materials policy schedule** issued by **Admiral Business**.

## Storage Location

Permanent buildings listed as **your storage location** address on your **Tools & Materials policy schedule** including any permanent outbuildings within the defined boundary of the property at the same location.

## Admiral Business

**Admiral Business** is a trading name of Able Insurance Services Limited (Reg. No. 02890075) authorised and regulated by the Financial Conduct Authority (Firm Reference Number: 311649).

## Insured event

Fire, theft or damage to **property**.

## Excess

The amount **you** must pay towards any claim under this policy. **Admiral Business** will not be responsible to **you** for the **excess** under any circumstances.

## Materials

Stock, merchandise or provisions purchased by **you** or the business **you** own and used in connection with **your** business.

## Period of insurance

The cover dates specified in the **policy schedule**.

## Property

**Tools & materials** purchased by **you** or the business that **you** own and used in connection with **your** business. **We** will also pay to replace up to 1 laptop or tablet purchased by **you** or the business that **you** own and used in connection with **your** business per **insured event**.

## Territorial limits

Great Britain, Northern Ireland, the Isle of Man and the Channel Islands, including travel between any of these.

## Tools

Hand **tools**, power **tools**, machinery, equipment, consumables, a laptop or tablet, spare parts or similar items purchased by **you or the business that you own**.

## Total sum insured

The **total sum insured** as shown in **your policy schedule** is the maximum amount **we** will pay for any claim or series of claims arising from the same **insured event**.

## We, Us, Our

Able Insurance Services limited trading as **Admiral Business** and/or the underwriters.

## You, Your, Policyholder

The person named as the **policyholder** on the **policy schedule**.

## Policy Wording

This document

## Terms of Business Document

The **terms of business document** issued to **you** by **us**.

## Policy schedule

The **policy schedule document** issued to **you** by **us**.

## Statement of insurance

The **statement of insurance document** issued to **you** by **us**.

## Section 2 What's covered

**You** will be covered up to **the total sum insured** for **property** that is damaged as a result of a road traffic accident in the **specified vehicle**.

**You** will be covered for any damage to **property** caused by fire, theft or attempted theft from the **specified vehicle** if left unattended for up to 24 hours anywhere in the UK.

While **your specified vehicle** is at **your storage location** we don't impose a restriction on the time the vehicle is left unattended.

### What we'll pay

- The purchase price if the **property** can't be repaired in a cost-effective way.
- The cost to replace the damaged part of the **property** if the **property** can be repaired in a cost-effective way.
- The cost of repairing the **property**.

For the purchase value of **property**, we will pay the original purchase price stated on **your** purchase receipt or invoice.

### Please note:

In the event of a claim, **we** will reduce the **total sum insured** by the amount of the agreed claim, this means that the most **you** can claim for any single claim or series of claims is the **total sum insured** shown on **your policy schedule**.

Where the policy is being paid for monthly, the premium for the remaining months will be deducted from any claim payment.

## Section 3 What isn't covered

**We** won't pay for any claim where:

- A false declaration or statement is made or fraudulent device put forward in support of a claim.
- There are no visible signs of forced or violent entry to the **storage location** or **specified vehicle**.

**The following property isn't covered:**

- Money, credit or debit cards, stamps, tickets, vouchers, securities or anything similar.
- Documents or business records (including those stored electronically).
- Computer hardware and components of a similar nature (other than 1 laptop or tablet covered in the policy) used in or in connection with a computer or other device. We will not cover any claim for loss of data stored on any storage device.
- Satellite navigation equipment, games consoles or televisions.
- Mobile phones, electronic organisers, digital cameras or other electronic devices which are designed for recording, storage, management, processing, use, display, playing, transmission or communication of data, images or sound.
- Items where the principal purpose of the item is excluded.
- Items of clothing where the purpose of that item of clothing is not specifically intended / designed for use by **you** in conjunction with **your** declared business activity, the most we will pay for any covered item or multiple items of clothing is £150 (in total) per insured event.



**We won't pay any claim for property, which was stolen or damaged by an attempted theft from an unattended vehicle, where:**

- The **property** was in the open cargo area of the **specified vehicle**, unless it was stored in a tool box or chest which was permanently fixed to the **specified vehicle** and was securely locked with the keys removed.
- The doors, windows or other openings were left open or unlocked or the keys weren't removed.
- The **specified vehicle** was left unattended for more than 24 consecutive hours at any location that isn't the **storage location** shown in **your policy schedule**.

**We won't pay for property:**

- For theft from an unattended **storage location** where all doors and windows are not securely locked.
- That was damaged or destroyed because it wasn't packed well enough to withstand transit or because it was carried in an unsafe, unsecure or illegal manner.
- Carried by **you** under a contract of hire or reward, handling or storage.
- While it is being driven under its own motive power or towed on its own wheels.
- That has suffered a mechanical, electrical or electronic breakdown or failure unless external damage to that **property** has occurred, and such damage is covered under this policy.
- That was damaged or destroyed because of; deterioration, mildew, mould, moth, vermin, ordinary wear and tear or any characteristic of the **property** that in itself leads to loss or damage irrespective of any other cause.
- That has pre-existing damage or has been damaged by wear and tear, unless additional damage is caused during an **insured event** in the **specified vehicle**.

- Which is covered under any other insurance except in respect of any **excess** beyond the amount which would have been covered under such other insurance had this policy not been affected or where the item(s) being claimed for are covered by any other policy or agreement. In the event where the **property** is covered by more than one policy with **us**, only one policy will respond per **insured event**.

## Section 4 Conditions of your policy

### Care of your vehicle, Storage Location and property

**You** must:

- Take reasonable measures to protect the **specified vehicle, storage location** and **property** from loss or damage.
- Allow **us** to inspect the **specified vehicle**, or **storage location** at any reasonable time we ask.
- Make sure the **specified vehicle** is roadworthy.
- Remove the keys or secure any device that allows access to the **specified vehicle**; if it is left unattended.

**We** will not pay for any claims where **you** fail to protect the **specified vehicle, storage location** or **property** from loss or damage through:

- The inappropriate conduct of the driver; or
- The condition of the **specified vehicle** caused or contributed to the accident; or
- The **specified vehicle**, or **storage location** being left unlocked or unsecured.

### Change of risk

If during the Period of Insurance there are any material changes or additions to the information contained in the presentation of the risk, **You** must let **us** know as soon as possible. **We** may:

- Confirm the Policy remains in force with no changes.
- Change the terms of the Policy, including the premium and any **excess**; or
- Cancel the Policy with effect from the date of the material changes or additions if the new information that **you** have provided to **us** means that **we** would not offer an insurance quote. **We** do not cover any changes to the Business unless **you** have told **us** about them, and **we** have agreed to provide cover.

## Notification to the police

**You** must notify the police as soon as **you** become aware of any malicious damage, theft or attempted theft and obtain a crime reference number.

## Reinstatement of sums insured following a claim

With effect from the date of loss, the **total sum Insured** will be reduced by the agreed claim amount [ignoring any policy **excess** or deductions for outstanding premiums].

Following claims payment, **you** may request the reinstatement of the **total sum Insured** to the limit of cover that was in place prior to the claim. This reinstatement will take effect only upon **your** payment of the appropriate amount as calculated by **us**

## Section 5 How to make a claim

### How to notify us of your claim

Please refer to the **Terms of Business document** for the process on how to make a claim

Also, **you** must:

- Notify (and provide evidence when requested) **your property** insurer where the claim occurs at the **storage location** or **your** vehicle insurer where the claim occurs in the **specified vehicle**.
- Immediately report to the police any claim involving theft or deliberate fire or when the **specified vehicle** is taken without **your** consent, or where a theft occurs from the **storage location** and obtain a crime reference number.
- Provide all information about the claim **we** request.
- **You** must provide **us**, or a third party acting on **Our** behalf, with access to any relevant information, **storage location** or **specified vehicle** in order to investigate the claim. Additionally, **we** reserve the right to make further enquiries with third parties at **our** discretion, to fully assess the claim. Any necessary enquiries or investigations will be determined solely by **us**.
- For all claims, provide a dated proof of purchase, invoice or hire agreement for the **property you** are claiming for in **your** name or the name or the business that **you** own unless agreed with **us** prior to inception of the policy.
- Provide evidence of the damage caused to either the **specified vehicle** or **storage location**.
- Pay an **excess** of £100 for each and every claim.
- If **you** don't comply with the above **your** claim might be refused and/or **your** policy cancelled.

If **you** are having difficulty acquiring the evidence required, please contact **us** to discuss **your** options, if evidence is not provided it will result in **us** closing down the claim. The cost of providing proof of **your** claim is **your** responsibility.

## Section 6 Cancellation

**This cover ends automatically as soon as one of the following happens:**

- If **you** fail to make **your** agreed monthly payments.
- If **you** don't renew the policy before the expiry date as shown in **your policy schedule**.
- If **your** policy is cancelled due to fraud, dishonesty or non-compliance with policy conditions.

### **Your rights**

- **You** can cancel **your** policy at any time by calling our customer service team.
- If **you** cancel before the policy inception date, **you** will be entitled to a full refund of premium.
- Once cover has commenced, **you** will be charged for each month or partial month used.
- For customers paying annually, **you** will be entitled to a refund of full unused months.
- For customers paying monthly, **you** will not be charged any further payment after the policy has been cancelled. Please note: There is no refund for partially unused months.

### **Example of charges:**

- If **your** annual premium is £120, each month will represent £10 of premium (£120/12 = £10 per month).
- If **you** cancel the policy during the 1st month of cover **you** will receive a refund of 11 full unused months = £110 refund.
- If **you** cancel the policy during the 5th month of cover **you** will receive a refund of 6 full unused months = £60 refund.

For the purposes of cancellation charges a month will run e.g. If **your** policy start date is the 5th of the month, the new month will be calculated from the 5th of the following month regardless of how many days are in the particular month.

If **you** made a claim during the **period of insurance**, the full premium is payable, and no refund will be given.

## Our rights

**We** may cancel this policy at any time by sending 7 days' notice in writing if:

- **You** are in breach of any of the conditions of this policy.
- **You** fail to respond to written requests for further information or documentation.
- **You** don't pay any monies owed.
- If **we** cancel **your** policy, **you'll** be charged in line with the cancellation charges set out above.
- If **you** or anyone acting for **you** misleads **us** during the policy in a way that would impact either the terms and conditions or **our** ability to offer cover, **your** policy and any other policies **you** have with **us** will be cancelled and **you** won't get a refund.

**We** will at our option cancel the policy from the original inception of this insurance if a false declaration or statement is made or fraudulent device put forward.

## Section 7 How to make a complaint

**We're** fully committed to giving **you** a first-class level of service. But if **you** ever feel like **we've** fallen short of the mark, please address **your** concerns or complaints to:

Complaint Manager  
Admiral Business Complaint Manager  
Able Insurance Services Limited  
Ty Admiral  
David Street  
Cardiff  
CF10 2EH

Tel: 020 3808 7099

Email: [complaints@admiralbusiness.com](mailto:complaints@admiralbusiness.com)

If **we've** given **you our** final response but **you're** still unhappy, or more than 8 weeks have passed since **we** received **your** original complaint, **you** can refer **your** complaint to the Financial Ombudsman Service (FOS). Here are their details:

The Financial Ombudsman Service  
Exchange Tower  
London  
E14 9SR

Tel: **0800 023 4567**

Or **0300 123 9123**

Email: [complaint.info@financialombudsman.org.uk](mailto:complaint.info@financialombudsman.org.uk)

Website: [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk)



## Section 8 Extra Information about your policy

Rest assured, any decision **we** make in respect of a claim made by **you** under this product has no bearing on any decision **we** may make in respect of any other policy **you** may have with **us**.

### Governing law and language

This insurance shall be subject to English Law, unless specifically agreed otherwise. All communication is to be conducted in English.

### Transfer of your policy

**You** can't transfer **your** rights or interests in this policy to anyone else. This policy won't have any value at the end date or if it is cancelled.

### Rights of third parties

This agreement is made for the benefit of the parties to it and is not intended to benefit, or be enforceable by, any other person in accordance with the Contracts (Rights of Third parties) Act 1999 or otherwise.

### Rights of recovery

Upon conclusion of a claim under this policy, **we** can take over and if necessary, conduct proceedings in **your** name to recover any amount paid from the responsible party (e.g. another insurance company).

### Providers and suppliers

**Admiral Business** is a Trading Name of Able Insurance Services Limited (Registered in England and Wales, Reg No. 02890075) registered office is Floor 4, No 3 Capital Quarter, Cardiff, United Kingdom, CF10 4BZ. **Admiral Business** is authorised and registered by the Financial Conduct Authority (Firm Reference Number: 311649).

Admiral Insurance (Gibraltar) Limited is licensed and regulated by the Gibraltar Financial Services Commission under the Financial Services (Insurance Companies) Act 1987 of Gibraltar.

## The Financial Services Compensation Scheme

**We** are members of the Financial Services Compensation Scheme. If **we** are unable to meet **our** obligations **you** may be entitled to compensation from the scheme, depending on the type of insurance and circumstances of the claim. Cover for the claim or policy is provided at 90%.

**You** can get more information about the compensation scheme arrangements from the FSCS.

### The contact information is:

The FSCS  
10th Floor, Beaufort House  
15 St Botolph Street  
London  
EC3A 7QU

Tel: 0207 741 4100 or 0800 678 1100

Email: [enquiries@fscs.org.uk](mailto:enquiries@fscs.org.uk)