

**PLAYCENTRE AOTEAROA**  
Insurance Claim Advice Form



This form should be completed by a Centre member of the Playcentre to notify Playcentre Aotearoa of a potential Insurance claim.

**This form should be completed as soon as is practicable after the event or discovery of damage and emailed to your Regional Property Coordinator. Where this is not possible, contact must be made via telephone as soon as is practicable.**

<b>Date of Application</b>	
<b>Name of Centre</b>	
<b>Address of Centre</b>	
<b>Regional Hub</b>	
<b>Name and role of person completing form (Centre contact)</b>	
<b>Phone number of Contact Person</b>	
<b>Email of Contact Person</b>	

<b>Claim Details</b>			
<b>Incident Report</b>			
Date of Incident		Time of Incident	
Date of Discovery		Time of Discovery	
Who observed / made discovery			
Location of Incident			
<b>Details of loss/damage**</b>			
Are you aware of who was responsible for loss/damage? If so, who?			
<b>Is any URGENT action required?</b> (to ensure safety of children and/or protect property from further damage)			
<small>Yes</small> If yes, please provide details and ensure telephone contact is made with The NZPF Property & Assets Manager and/or your Regional Property Coordinator or Regional Office.			
<b>Police Report</b>			
Was a Police Report lodged?		Date reported	

Police File Number		Station reported to	
Police Acknowledgement Attached	<b>Y</b> <b>N</b>		
<b>Action taken to date</b>			
<b>Any other relevant information you would like to provide</b>			
<b>**Please ensure photos showing damage are attached to your email with this file</b>			