

## BACKPACKER / BOARDING HOUSE SURVEY REPORT

New Business  Renewal  Inception Date \_\_\_\_\_

Insured: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Gross Annual Turnover: \$ \_\_\_\_\_ Years in Business at this address: \_\_\_\_\_ Years.

Use of Building: Backpackers Hostel  Boarding House   
 Hostel for Elderly  Hostel for Mentally Infirm  Other: \_\_\_\_\_

Is operator licensed? \_\_\_\_\_ Are premises licensed / approved? \_\_\_\_\_

Do premises comply with all Council and Fire Brigade regulations? Yes  No

Age of Building: <10 years  10-30 years  30-50 years  50+ years

Purpose Built Facility: Yes  No  Substantially Renovated for Purpose  Other: \_\_\_\_\_

Heritage Listed: Yes  No

Number of Stories: Single  Double  Other  Number: \_\_\_\_\_

Condition of Building: Excellent  Good  Average  Poor

Nearest Neighbours: Adjoining  < 5 m  5-10 m  10-20m  20m+

Single Tenancy  Multiple Tenancy

Occupation of Neighbour: \_\_\_\_\_

### CONSTRUCTION

**Walls:**

Reinforced Concrete   
 Brick   
 Masonry   
 Asbestos   
 Iron   
 Wood

**Roof:**

Concrete   
 Tiles   
 Iron, Steel, Metal   
 Masonry   
 Asbestos   
 Alysinite Sheeting

**Ground Floors:**

Concrete   
 Brick, Stone, Slate   
 Iron, Steel   
 Wood   
 Earthen

Mixed   
 Brick \_\_\_\_\_ %  
 Wood \_\_\_\_\_ %  
 Other \_\_\_\_\_ %

Wood   
 Mixed   
 Brick \_\_\_\_\_ %  
 Wood \_\_\_\_\_ %  
 Other \_\_\_\_\_ %

**Upper Floors:**

Concrete   
 Wood

**Frame:**

Concrete, Brick, Stone   
 Iron, Steel, Metal   
 Wood 100%   
 Wood (roof only)

**FIRE PROTECTION**

**Protection:**

No Protection   
 Fully Sprinklered (100%)   
 Partially Sprinklered (min 50%)   
 Hydrants & Hose Reels   
 Fire Alarms - Local   
                   - Back to Base   
                   - To Brigade   
 Detection Type - Thermal   
                   - Smoke

**Extinguishers:**

Dry Chemical   
 BCF   
 CO2   
 Water   
 Foam

**Number (must be provided):**

Last Day of Service: \_\_\_\_\_  
 Maintenance Contract? Yes  No   
 Extinguishers on each floor? Yes  No   
 Hard-wired detector in each accommodation room? Yes  No

Other Protection: \_\_\_\_\_

Do higher than normal exposures exist in respect of:

Bush Fire  Storm & Tempest  Flood  Water Damage  Cyclone  Impact   
 Earthquake  Sea & Tidal Surge  Lightning  Explosion  Malicious Damage

Other: \_\_\_\_\_

Is smoking allowed - in common areas? Yes  No  in accommodation rooms? Yes  No

Housekeeping: Tidy  Untidy  Congested

Waste Disposal: Daily  Weekly  Accumulated

**ACCOMMODATION**

How many accommodation rooms are there? \_\_\_\_\_ How many beds per room? \_\_\_\_\_  
 Proportion of rooms tenanted by permanent's? None  All  Some  Percentage \_\_\_\_%

**KITCHEN FACILITIES** Is cooking allowed in rooms? Yes  No

What kitchen facilities are in rooms? \_\_\_\_\_

Are guest kitchens provided? Yes  No

Number and location of kitchens ? \_\_\_\_\_

List kitchen facilities / equipment: \_\_\_\_\_

Protection within Kitchen(s): Fire Blanket  Extinguisher  Other \_\_\_\_\_

Kitchens cleaned - by insured  Outside contractors  Other: \_\_\_\_\_

Frequency of cleaning: \_\_\_\_\_ Frequency of ducting cleaning: \_\_\_\_\_

General Cleanliness: Good  Fair  Poor

Is there any deep frying? Yes  No

Are deep fryers thermostatically controlled? Yes  No

**ELECTRICAL** Fuses  Circuit Breakers  Board Clear  Extension Cords

New  Modern  Old

Date of last Electrical Inspection? \_\_\_\_\_

## SECURITY

### **External Doors:**

Dead Bolts

Dead Locks

Other Key Locks

Padlocks

### **External Windows:**

Bars/Grills

Key Locks

### **Burglar Alarms:**

Local

Back to Base

Dedicated

Smoke

Other Security: \_\_\_\_\_

Security to office? \_\_\_\_\_ Guest / Resident Lockout time? \_\_\_\_\_ PM

Safe: Fixed  Floor  Wall  Free Standing  Not Applicable

Make & Type: \_\_\_\_\_ Torch / Drill Resistant? Yes  No

## FIRE ESCAPES

For buildings other than single storey, is there an external fire escape from each above ground floor? Yes  No

What is the construction of external fire stairs? Steel  Timber  Other \_\_\_\_\_

Are exits on each floor marked with battery back-up illuminated fire exit signs? Yes  No

Emergency escape procedures posted - in all sleeping rooms Yes  No  In common areas Yes  No

Are internal fire escapes provided?    Yes     No             Self closing fire rated doors?    Yes     No

Construction of internal fire escape stairwells?    Double Brick / Block     Brick Veneer     Timber   
Other \_\_\_\_\_

**CLAIMS EXPERIENCE – LAST FIVE YEARS**

Date of Loss	Loss Description	Incurred Amount
__/__/__	_____	\$ _____
__/__/__	_____	\$ _____
__/__/__	_____	\$ _____
__/__/__	_____	\$ _____
__/__/__	_____	\$ _____
__/__/__	_____	\$ _____

*Please attach a separate page if insufficient space provided.*

**GENERAL COMMENTS**

Quality of Risk: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Surveyed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach sketch floor plan for each level showing location of rooms, kitchens and common areas relative to fire escapes and location of extinguishers / hose reels.**

**Underwriting Questionnaire**

This form is not a proposal, but an underwriting questionnaire to be completed by the insured or by an agent of the insured. A proposal completed by the insured will still be required within thirty days of inception should cover be placed with Australis Group Underwriting. The information provided in this form is relied upon as an accurate description of the risk, and shall therefore form part of the contract as regards the duty of disclosure.

**Your Duty of Disclosure**

Before You enter into a contract of general insurance with an insurer, You have a duty, under the Insurance Contracts Act 1984 , to disclose to the insurer every matter which you know or could reasonably be expected to know, is relevant to the insurer's decision whether to accept the risk of the insurance and if so, on what terms. You have that same duty to disclose those matters to us before you renew, extend, vary or reinstate a contract of insurance.

Your duty however does not require disclosure of a matter:

- that diminishes the risk to be undertaken by the insurer;
- that is common knowledge;
- that the insurer knows, or in the ordinary course of business as an insurer, ought to know;
- as to which compliance with your duty is waived by the insurer.

**Non-Disclosure**

If you fail to comply with your duty of disclosure, the insurer may be entitled to reduce its liability under the contract in respect of a claim or may cancel the contract. If your non-disclosure is fraudulent, the insurer may also have the option of avoiding the contract from its beginning.

**Privacy**

We are committed to protecting you and your clients' privacy. We only use the personal information you provide to us to quote on and insure your risks. We only provide personal information to our underwriters and reinsurers (and their representatives) and those we appoint to assist us with claims under your policy. We will not trade, rent or sell your information.

If you don't provide us with complete information, we cannot properly quote for your clients' insurance and we cannot insure them. You can check the personal information we hold about you and your clients at any time.

If you provide us with personal information about anyone else, we rely on you to have told them that you will provide their information to us, to whom we may provide it, the purposes for which we will use it and that they can access it. If the information is sensitive, we rely on you to have obtained their consent on these matters.

**For more information about our Privacy Policy, please visit our website – [www.ausuw.com](http://www.ausuw.com).**

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