

PUBLIC LIABILITY INSURANCE INFORMATION

Please attach a copy of your Public Liability Insurance Policy in the correct format with the completed application form. (If your policy expires prior to Tulip Time 2018, you will be required to send an updated copy of an updated Policy prior to your trading at Tulip Time).

The information below is the format accepted on your insurance policy to meet Wingecarribee Shire Council's requirements. To assist have this information with you when contacting your Insurance Broker for your copy.

	Requirements	CHECKLIST
Written Format	The insurance policy must be electronically typed to be considered	
Policy Heading	The policy must state 'Certificate of Currency' as a heading	
Insurance Company	The policy must be issued by a reputable Australian Insurance company	
Origin of Cover	The policy must be on the Insurance companies letter-head and bear the signature of the associate liable for your cover	
Policy details	The policy number must be present on the document	
Current status	The document must state the policy as 'Insured' and include the name of your stall and cover for attending trade fairs/markets. A registered trading name is not acceptable, although a registered company is sufficient. The policy must bear the full company name to be accepted.	
Policy Type	The type of Insurance must be stated and be appropriate to the activity	
Policy Period	The start and end date of the policy must be clearly stated. (If your policy expires prior to Tulip Time 2018, you will be required to send an updated Policy prior to your trading at Tulip Time)	Policy dates:
Specific Notations	Needs to declare Wingecarribee Shire Council as an interested party	
Limit of Liability	Must be for a minimum of \$20million Public Liability and subject to the type of stall & products sold	

For further information -

Please contact – Tulip Time Officer

T 02 4871 2888 or E tuliptime@wsc.nsw.gov.au