

## Insurance Claims

Claim forms are located on the Catholic Insurance Website members area, to which all Parishes should have access, along with the Property Office and Curia Governance department.

### Forms are available for:

Building claims

Travel – Personal belongings

Travel – Personal Accident

Travel – Medical Expenses

Travel – Delay

Travel – Cancellation

### For Building Claims the following applies:

Claims should be handled as follows depending on the size and/or nature of the loss:

#### Up to £1,000 (Inc. VAT)

Work may proceed on replacement or reinstatement as soon as a claim form has been submitted but please note that any work undertaken before a claim has been accepted by The Catholic National Mutual Limited ("CNM") is at your own risk. If you do make any payments, please forward the receipted invoices.

#### £1,000 - £5,000 (Inc. VAT)

Two estimates must be obtained and forwarded to CNM for approval. Work must not proceed (other than emergency work) until approval from CNM has been provided.

#### Over £5,000 (Inc. VAT); or

#### Drainage, Wet/Dry Rot or Subsidence losses regardless of their value

Work must not proceed (other than emergency work) until a loss adjuster has visited the property who will then provide advice as to how to proceed.

Professional advisers (e.g. architects, surveyors and engineers) should not be instructed on any potential insurance claim until such time as authority has been given, either by CNM or its appointed loss adjuster.

**For Travel Claims CIS must have been notified about the trip before you departed, and ideally at the time of booking.**

For help accessing the area or if you have other questions please contact [property.assistant@dioceseofnottingham.uk](mailto:property.assistant@dioceseofnottingham.uk)