

CTIS “INSTANT ISSUE” BUILDING REGULATIONS POLICY SUMMARY

This is a summary of the policy and does not contain the full terms and conditions of the cover, which can be found in the policy document. It is important that you read the policy document carefully when you receive it.

Name of the Insurance Undertaking

The insurer of the policy is Evolution Insurance Company Limited.

Type of Insurance and Cover

The Building Regulations indemnity policy has been specifically designed for the situation where there is a lack of evidence that building regulation consent has been obtained for the following works carried out to your commercial property

- Alterations, additions, extensions and conversions including windows, heating , gas or electrical works if completed at least 12 months prior to the commencement of cover.
- Construction of the property, if completed at least 4 years prior to the commencement of cover.

Important: If you are buying a property and the seller cannot produce the relevant consents it is possible that building work may not have been completed to the standard required by the building regulations. If work is required to your property at any time this policy will only pay for that work to the extent required by a formal enforcement notice or injunction under the building regulations. Contact by you, or anyone on your behalf, with the local authority about the works may invalidate the policy – see below.

Key Covers, Features and Exceptions

Your policy includes the following key covers, features and exceptions, which are detailed in your policy document.

Covers, Features and Benefits

CTIS Instant Issue Building Regulations Indemnity

If the local authority serves a building regulation enforcement notice on you (known as a Section 36 notice) or an injunction is obtained under the building regulations in respect of the works described in “Type of Insurance and Cover” the policy provides cover for the following up to the limit of indemnity shown in the policy schedule:

- The resultant cost of altering, demolishing or reinstating the property
- The reduction in the value of the property
- Costs and expenses incurred with our consent to oppose action taken to enforce the building regulations.

The policy automatically covers your mortgage lender, subsequent owners and their lenders.

The limit of indemnity under the policy automatically increases by 5% per annum for a period of 10 years.

The interest of any insured will not be prejudiced by any act, omission or misrepresentation by any other party unless such party acted on their behalf or with their knowledge or consent.

Exceptions and Limitations

Please refer to the Conditions and Provisos in the policy document

- Neither you nor anyone acting on your behalf will disclose the existence of the policy other than to purchasers of the property and their mortgage lenders.
- The property must not be the subject of any order or court proceedings in relation to building regulations at the commencement of cover

The policy does not cover loss arising from or in respect of:

- you or anyone acting on your behalf communicating, without our consent, with the local authority concerning the works or applying for a regularisation certificate
- construction of the property within 4 years or any alterations or additions carried out within 12 months of the policy's commencement
- works covered by the policy which are affected by any new works, planned or undertaken after the commencement of cover, which result in enforcement
- your failure to apply for a regularisation certificate if required to by us.

Fair Presentation

Before the policy starts and whenever it is renewed or changed, you must take care to ensure information provided to us which is relevant to this cover is accurate. If you have taken out the policy for business purposes, you must also disclose sufficient information to ensure a fair presentation of the risk is made. Failure to do so could invalidate the policy or lead to a claim not being paid in full or at all. Duration of Policy The policy will remain in force without limit in time from the commencement date of the policy.

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Right of Cancellation

If you are an individual buying a policy which provides cover for you in a private capacity, you may cancel this policy within 14 days of its conclusion or receipt of the policy document. To cancel you should contact the person who arranged the cover. You will be entitled to a refund of the premium paid less a deduction based upon the duration of cover provided unless a claim becomes payable under the policy prior to cancellation taking effect.

Important – Cancellation may place you in breach of contract in relation to a property sale or mortgage.

Mortgagees – Cancellation by any other insured will not affect the rights of any mortgage lender unless the mortgage lender is aware of or agreed to the cancellation of the policy.

How to Claim

If you need to make a claim please contact the solicitor or adviser who arranged the policy or you can write, quoting your policy number, to: Commercial Title Insurance Solutions, Claims Dept. GCS House, High Street, Heathfield, East Sussex, TN21 8JD.

Complaints

We hope that you will be very happy with the service we provide. However, if for any reason you are unhappy with it, we would like to hear from you. In the first instance, please write to:

The Managing Director, Commercial Title Insurance Solutions, GCS House, High Street, Heathfield, East Sussex, TN21 8JD.

If appropriate, we will pass details of your complaint to the solicitor who sold you the policy or the insurer.

If after making a complaint to us, you are still unhappy and feel the matter has not been resolved to your satisfaction, please contact the Financial Ombudsman Service, Exchange Tower, London E14 9SR, www.financial-ombudsman.org.uk, 0800 023 4567.

Following the complaints procedure does not affect your right to take legal action.

Financial Services Compensation Scheme

We are covered by the Financial Services Compensation Scheme (FSCS). If we cannot meet our obligations you may be entitled to compensation from this scheme, depending on the type of insurance and circumstances of any claim.

Further information about compensation scheme arrangements is available from the FSCS, www.fscs.org.uk.

Additional information

Tax

Other taxes or costs may exist that are not paid through us or imposed by us.

Language

Your policy documentation is provided in English and we will communicate with you in English.

CTIS

Commercial Title Insurance Solutions (“CTIS”) arranges your policy and is not the insurer. CTIS can only arrange policies provided by Evolution Insurance Company Limited and (in relation to certain risks and limits of indemnity) Stewart Title Limited (and no other insurers). CTIS will not advise you on your policy. CTIS is authorised and regulated by the Financial Conduct Authority (with reference number 306655). You can check this on the FCA website www.fca.org.uk.

How we use your personal information

- Commercial Title Insurance Solutions (“CTIS”) is the controller of any personal information provided to us or which is processed or held by us in connection with the policies we issue (whether directly or through a solicitor, licensed conveyancer or legal executive who is authorised to issue legal indemnity insurance on our behalf to its clients).
- We collect and process personal information that we reasonably deem necessary in order to provide and administer legal indemnity insurance services.
- The personal information provided to us will be used for business purposes such as carrying out our obligations under the relevant legal indemnity insurance policies, financial management, processing and assessing insurance claims and preventing and detecting fraud. We may need to undertake checks using publically available information in order to prevent fraud (using information held on or in relation to, the electoral roll, county court judgments, bankruptcy or repossession orders).
- We will share such personal information with third parties such as insurers, surveyors, claim handlers, experts, witnesses and other service providers if required for the legitimate business purposes explained above i.e. providing insurance policies and processing and assessing a claim. Please note that this includes sharing information with insurers based overseas and we can confirm that we have ensured that the relevant safeguards are in place to protect this information when it is transferred outside of the UK for these legitimate business purposes.
- We will also share such personal information with the appropriate regulatory authorities if our legal, regulatory and/or professional obligations require us to do so.
- CTIS will only process personal information in accordance with the applicable data protection legislation. For further information on how we use personal information and the rights available in relation to this information, please see our Privacy Policy or visit our website at www.ctis-title.co.uk. If you have any questions or would like further information after you have accessed our Privacy Policy, please contact our Communications Department at admin@ctis-title.co.uk.