

NEW BUILDING NOTIFICATION FORM

(To be completed by Member / Facilities and Services)

This form should be completed for all new Buildings as well as building refurbishments where there is an increase in the Total Value of the building or changes to the Construction, Occupancy, Protection and Exposure details.

Once completed please email to service@unimutual.com.au

Building Name and Number/ID		
Campus name (if applicable)		
Street name, number and postcode		
Latitude and Longitude (in decimal format)		
Date of Completion/Handover		
Contract value of Building / Refurbishment	\$	1
Allowance for Demolition Costs	\$	2
Allowance for Inflationary Provisions during balance of protection and reconstruction period	\$	3
Value of new contents (furniture and equipment) purchased for this building	\$	4
Value of existing contents moved from other locations into this building	\$	5
Total Value of new addition to portfolio (Add value of cells 1, 2, 3 & 4)	\$	6
Occupancy details (e.g. laboratory, office, accommodation, recreation, sports facility etc)		
Basic Predominant Structure		
Structure Details		
Exterior Walls		
Roofing		
Number of above-grade stories		
Number of below-grade stories		
Gross Floor area (m²)		
Number of Photovoltaic (PV) panels		
Primary Fire Detection		
Additional details for Fire Detection and/or Protection:		

Sprinklered		
Security Arrangements (i.e. restricted swipe card access etc)		
Bushfires within 25 km Yes/No (any changes prior to handover will need to be notified)		
New Building Yes/No If this is not a new building loss history for the past 5 years will need to be provided and the Year Built.		
Heritage Listed? Yes/No		

New Asset Notification procedure:

The new asset, new building or increase in building value notification procedure will now need to be followed for:

- Additional Contents (either purchased, leased or on loan)
- New Building
- Increase in Building Value due to refurbishment
- Increase in Building Value due to revaluation

The New Building Notification Form is required to be completed for any new building addition.

The following instances now require notification to Unimutual at least TWO WEEKS prior to the protection being required:

Universities

Any new asset or value change greater than 2% of the Members declared value or \$25,000,000 whichever is the lesser.

Non-Universities

Any new asset or value change greater than \$1,000,000.

If the total value of the new asset/s either purchased/leased or loaned do not fall under the above criteria your normal notification procedure applies.

If the accumulation of your new assets within the Protection Period fall within figures listed above then notification of these new assets including value should be provided to Unimutual.

Please note that buildings with increased exposures may require additional information prior to cover being confirmed. Please ensure lead time is provided in accordance with the above to allow time to navigate any additional queries.

Further information for New Asset Notification Procedures can be found on our website [here](#)

For information on the opportunity to improve your risk profile, and why it is necessary to inform Unimutual early for some construction or refurbishment projects, and under what circumstances it is necessary to do so, read this article [here](#).