



Finance and Corporate Resources

**Buildings insurance – notification of insurance details form**

You can complete this buildings insurance notification form in Adobe Acrobat and print it out, or print it and complete it by hand, using block capital letters. Return the form to Buildings Insurance, Council Offices, 12<sup>th</sup> Floor, Almada Street, Hamilton ML3 0AA or as an email attachment to [buildingsinsurance@southlanarkshire.gov.uk](mailto:buildingsinsurance@southlanarkshire.gov.uk) If you need to contact us phone 0303 123 1015.

If you need this information in another language or format, please phone us to discuss how we can best meet your needs. Phone 0303 123 1015 or email: [equalities@southlanarkshire.gov.uk](mailto:equalities@southlanarkshire.gov.uk).

Please note: the asterisk\* indicates required information

\*Address of property insured

\*Postcode

\*Insurance Company

\*Policy number

\*Renewal date

\*Your name

Your address (\*if different from above)

Postcode

I confirm that to the best of my knowledge the details I have provided on this form are true and accurate.

\* Accept