

Public Liability Insurance Checklist – Certificate of Currency (CoC)
(May also be known as a “Confirmation of Cover”)

	Item	Description	Y/N
1	Who should be insured?	The applicant for the Tour Operator Licence needs to be clearly identified and named as the insured on the CoC.	<input type="checkbox"/>
2	Name of underwriter / insurer?	The insurer needs to be named (this is not the broker or the underwriting agency). Please note: A broker or underwriting agency will not be accepted if noted under the “Name of Insurer”, unless it is noted elsewhere on the Certificate who the insurer is or which insurer the policy is underwritten by. IMPORTANT NOTE: The insurer should be authorised by the Australian Prudential Regulation Authority to provide insurance business in Australia. Please visit – http://www.apra.gov.au/General/New-or-Renewal.cfm	<input type="checkbox"/>
3	What is the period of cover / expiry date?	The commencement date and the expiry date of the policy should be clearly identifiable. The commencement date should also be current for the period for which the licence has been granted	<input type="checkbox"/>
4	What are the activities insured?	CoC must note all licensed activities. E.g. Bushwalking, rock climbing etc. Please note: Insured Names or Trading as Names which include a type of activity in the name will not be acceptable as having the licensed activities noted under the Description of Business Activities of the Insured.	<input type="checkbox"/>
5	Do the limits of cover meet the requirement?	\$10 million any one claim is the minimum required amount of coverage.	<input type="checkbox"/>
6	Are required endorsements / interests noted?	Text to appear on CoC: The Minister for Environment, Minister for Planning, the Secretary to the Department of Sustainability and Environment, Parks Victoria, the Director of National Parks, the Minister for Ports, Melbourne Water Corporation, and any other body delegating its powers to Parks Victoria.	<input type="checkbox"/>
7	Are all entries on the Certificate typed?	Other than the signature of the person authorizing the issue of the CoC no other hand written information is acceptable.	<input type="checkbox"/>
8	Is the information supplied in the correct format e.g. CoC?	<u>Tax Invoices</u> and <u>Adjustment Notes</u> are not acceptable as a Certificate of Currency.	<input type="checkbox"/>

Please note: Parks Victoria cannot process a licence application unless your Certificate of Currency complies with the above criteria. If you have any questions please contact Scott Lever, Tour Operator Liaison Officer on 8627 4841 or your Licence Tour Operator Business Contact Officer.