

HACKNEY CARRIAGE OR PRIVATE HIRE VEHICLE
ACCIDENT & DAMAGE REPORT

To be completed by the licence holder and/or driver of the licensed vehicle. **Any accident, incident or damage involving a licensed vehicle must be reported to this Licensing Authority during the next working day.** This may be an oral report in the first instance but must be followed up by the completion of this Accident & Damage Report form within five working days from the date of the accident.

<p>Vehicle reg. number:</p> <p>Licence plate number:</p>	<p>Make and model of vehicle:</p>
<p>Licence holders name:</p> <p>Address:</p>	<p>Drivers name:</p> <p>Address:</p>
<p>Date and time of accident:</p> <p>Location of accident:</p>	<p>Accident details to be given on the reverse of this form</p>
<p>Details of other vehicles involved (1)</p> <p>Name:</p> <p>Address:</p>	<p>Details of other vehicles involved (2)</p> <p>Name:</p> <p>Address:</p>
<p>Were there any injuries to persons: YES / NO</p> <p>Did the Police attend: YES / NO</p>	<p>Was there any damage to property: YES / NO</p> <p>Are legal proceedings anticipated: YES / NO</p>
<p>Please give details of the damage to your vehicle:</p>	<p>Are you still able to drive the vehicle: YES / NO</p> <p>If no, where can the vehicle be inspected:</p>

Details of accident:

Sketch of location:

I HEREBY CERTIFY that all statements made on this form are true and correct and that I have not withheld any relevant information.

Signed:

Date:

FAILURE TO NOTIFY THIS LICENSING AUTHORITY OF AN ACCIDENT INVOLVING A LICENSED VEHICLE WITHIN THE TIME LIMITS SET OUT ABOVE, MAY RESULT IN THE ISSUING OF PENALTY POINTS TO THE LICENCE HOLDER.

Please fully complete and submit this form to: South Gloucestershire Council, Department for Environment and Community Services, Licensing Service, PO Box 1954, Bristol, BS37 0DD

E-mail: licensing@southglos.gov.uk

Tel: 01454 868001

Internal use only

Vehicle inspected by:

Date:

Place of examination:

Time:

Condition of vehicle: SATISFACTORY / UNSATISFACTORY

Action taken:

Officers signature:

Date: