

Appendix Q

Licensed Vehicle Accident Reporting Form

Accident Report Form

INFORMATION NOTES

It is a legal requirement under Section 50(3) of the Local Government (Miscellaneous Provisions) Act 1976, that accidents involving Private Hire and Hackney Carriage Vehicles must be reported to the Licensing Authority.

The vehicle proprietor must report the accident as soon as is reasonably practicable but in any case within 72 hours of the accident.

A report must be made of any accident materially affecting the safety, performance or appearance of the vehicle or the comfort or convenience of persons carried therein.

The report is made without prejudice to provisions of Section 25 of the Road Traffic Act 1972, which imposes a duty to stop and furnish particulars in case of accident.

Bassetlaw District Council requires the report in writing

PLEASE USE THIS FORM IF YOU WOULD LIKE TO REPORT AN ACCIDENT

IF YOU HAVE ANY PROBLEMS COMPLETING THE FORM IN FULL PLEASE CONTACT THE LICENSING DEPARTMENT FOR ASSISTANCE ,

Licensing Officers are not permitted to complete or amend forms on behalf of applicants for legal reasons

PLEASE COMPLETE IN BLOCK CAPITAL LETTERS IN BLACK INK

Section A - Full Details of Vehicle Licence Holder

Title	
Full Name	
Address	
Contact Number(s)	
Email Address	

Section B - Details of Accident		
Date		
Time		
Location		
Drivers Name		
Drivers Badge Number		
Vehicle Registration Number		
Vehicle Make		
Vehicle Model		
Vehicle Colour		
Bassetlaw District Council Vehicle Licence Details		
Was anyone injured in the accident	YES <input type="checkbox"/> Provide Details	NO <input type="checkbox"/>
Has the accident been reported to the Police	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Police Incident Number		

Section C - Details of Accident	
Title	
Full Name	
Address	

Section D - Insurance Details	
Insurance Company Name	
Policy Number	
Insured From	
Insured To	

Section E - Damage to Vehicle
Please provide a brief description of damage to the vehicle (Continue on a separate sheet if necessary)

Has the vehicle been inspected by the Bassetlaw District Council Testing Station?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has the Vehicle been taken off the road?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Vehicle Licence Holder Declaration

I declare that the answers to all questions are true to the best of my knowledge and belief. I agree to abide by the rules of Bassetlaw District Council's Licensing Conditions.

Signed

Print

Date.....

PLEASE NOTE

It is an offence for the person completing this form to make a false statement or omit relevant details.

DATA PROTECTION ACT 1998

Public safety must be protected and so the information you have provided on this form may be used to prevent and detect crime. From time to time, as prescribed by law, this information may also be shared for the same purposes with other organisations which handle public safety.

False and/ or misleading information in this declaration may render this application invalid and may also result in prosecution.