**Accident & Vehicle Damage Notification Form**

This notification must be completed by the vehicle proprietor/s

1. PERSON DRIVING THE VEHICLE

|  |  |
| --- | --- |
| Forename/s |  |
| Surname |  |
| Address (inc postcode) |  |
| Mobile number |  |
| Email  |  |

1. THE VEHICLE

|  |
| --- |
| Hackney Carriage [ ]  Private Hire [ ]  |
| Licence Plate Number |  |
| Registration Number |  |
| Operator (if private hire) |  |

1. THE ACCIDENT / INCIDENT CAUSING DAMANGE TO VEHICLE

|  |  |
| --- | --- |
| What was the location of the accident? |  |
| What date did the accident take place? |  |
| At what time? |  |
| Is the vehicle considered unroadworthy and not being driven at this present time? |  |
| Please provide a description of how the accident happened: |

1. SCENE OF THE ACCIDENT / INCIDENT

Please draw a diagram of the scene of the accident. Indicate where your vehicle was, where the other vehicle or object was. Show traffic lights or other road signs and any other vehicles or objects that you remember.

1. VEHICLE DAMAGE / HUMAN INJURY / DAMAGE TO PROPERTY

|  |
| --- |
| Please give a full description of the damage to the vehicle and any injury incurred to the driver or other person/s: |

1. WHO HAVE YOU INFORMED?

|  |  |  |  |
| --- | --- | --- | --- |
| Police |  | If so, give reference number |  |
| Insurance Company |  | If so, give claim number |  |
| Operator |  | If so, who? |  |

In making this notification I confirm the information given is true to the best of my knowledge and I understand it is a criminal offence to provide false information. I also provide consent for an authorised officer of the council to contact any third party, including my insurance company regarding this accident.

Signed by vehicle proprietor/s

Date

**How we use your data**

South Norfolk Council and Broadland District Council takes your privacy seriously and will only use your personal data to process applications, issue licences, remind licensees of renewals, investigate complaints, undertake enforcement action, offer advice and provide information and updates to legislation and guidance.

We may check the information collected on this form, which may involve sharing your data with other agencies or individuals such as a previous or current licensing authority, officers within the council, legal providers, councillors who sit on the licensing committee or insurance company or broker. We may also use or pass information to certain third parties to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

Who we may and will share your personal data with will be contained within the privacy notice.

By signing this declaration you authorise us to collect, process and retain your personal data as described in the [privacy notice](https://www.southnorfolkandbroadland.gov.uk/data-protection).

**Fraud Act 2006**

Applicants are advised that to make a false statement, knowingly or recklessly or omit any information from this application is an offence punishable on conviction by a fine or imprisonment for a term not exceeding two years or both.

I hereby declare that I fully understand, have read and checked the details and questions on this application form and the foregoing statements are true.

I understand that it is a criminal offence if I or anyone else gives false information, or makes a false representation within this application, or fails to disclose information in order for me to obtain a licence.

I am fully aware that the provision of a false statement, or information in order to obtain a licence is an offence under the above act which may result in the refusal of this licence application and any subsequent licence applications.

I am also aware that any licence granted as a result of breaching the above act will be immediately revoked.