

Hackney carriage (taxi) or private hire vehicle accident, incident or damage report

Office use:

It is a legal requirement under Section 50 (3) of the Local Government (Miscellaneous Provisions) Act 1976 that accidents involving hackney carriage (taxi) and private hire vehicles **MUST** be reported to this Licensing Authority.

This form is 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 at the earliest opportunity, no later than by the end of the next working day as current vehicle licence conditions.

In addition to submitting this form you are required to take photos of the damage sustained ensuring they are clear and legible and show the vehicle registration number plate. These can be provided in hard copy or by emailing the photos with the form to taxis@southglos.gov.uk

Vehicle details

Vehicle registration number (VRN):

Licence plate number:

Make and model of vehicle:

Licence holder/s details

Title

Mr

Mrs

Miss/Ms

Other (Please state)

Forename/s

Surname/family name

Address:

Postcode

Driver's details

Title	Mr	Mrs	Miss/Ms	Other (Please state)
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Forename/s

Surname/family name

Address:

Postcode

Accident/incident details

Date: (DD/MM/YYYY)

Time:

Location:

Please provide details:

Details of other vehicle involved (1)

VRN:

Forename/s

Address:

Postcode

Details of other vehicle involved (2)

VRN:			
Forename/s			
Address:			
	Postcode		
Were there any injuries to persons?	Yes	No	
Did the Police attend?	Yes	No	
Was there any damage to property?	Yes	No	
Are legal proceedings anticipated?	Yes	No	
Please give details of the damage to your vehicle:			
Has the vehicle been recovered?	Yes	No	If YES, please state:
Garage name:			
Address:			
	Postcode		

Insurance details: (clear and legible photo of policy certificate or cover note to be submitted with this report)

Insurance company:			
Policy number:			
Are you continuing to use the vehicle to transport passengers?	Yes	No	

Data Protection and anti-fraud statement

The information that you have provided will be held by South Gloucestershire Council and will be used to process your application. It will be held securely at all times in accordance with current Data Protection legislation. We must also have a duty to protect public funds, so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information with other organisations that handle public funds. Information you provide may also be used to check the accuracy of records held elsewhere in the council. If you wish to see the personal data that the Council holds about you please complete a **Subject Access form** available via our website or contact us in person via one of our **One Stop Shops**.

I hereby certify that all statements made in this application are true and correct and that I have not withheld any relevant information, and I confirm that I have read and had my attention drawn to the current South Gloucestershire Council Taxi Licensing Policy regarding the Relevance of convictions and cautions.

Furthermore, I understand and consent that my information may be shared as described in the Data Protection and Antifraud Statement above.

Signed

Date (DD/MM/YYYY)

THIS FORM MUST BE COMPLETED IN FULL BEFORE IT CAN BE ACCEPTED.

Should any statement made in this application subsequently be found not to be true or correct, any Licence issued on the basis of any answers given may be instantly revoked.

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/s.

Please fully complete and submit this form with photos to:

South Gloucestershire Council, Department for Place, Licensing Service, PO Box 1954, Bristol, BS37 0DD

E-mail: taxis@southglos.gov.uk Tel: **01454 868001**