

**HACKNEY CARRIAGE (TAXI) OR PRIVATE HIRE VEHICLE  
ACCIDENT, INCIDENT OR DAMAGE REPORT**

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](mailto:taxis@southglos.gov.uk)

<b>Vehicle registration number (VRN):</b>  <b>Licence plate number:</b>	<b>Make and model of vehicle:</b>   
<b>Licence holder/s name:</b>  <b>Address:</b>	<b>Driver's name:</b>  <b>Address:</b>
<b>Date and time of accident/incident:</b>  <b>Location of accident/incident:</b>  <b>Please provide details of accident/incident:</b>	

<b>Details of other vehicle involved (1)</b>  <b>VRN:</b>  <b>Name:</b>  <b>Address:</b>	<b>Details of other vehicle involved (2)</b>  <b>VRN:</b>  <b>Name:</b>  <b>Address:</b>
<b>Were there any injuries to persons?</b> <b>YES / NO</b>  <b>Did the Police attend?</b> <b>YES / NO</b>	<b>Was there any damage to property?</b> <b>YES / NO</b>  <b>Are legal proceedings anticipated?</b> <b>YES / NO</b>
<b>Please give details of the damage to your vehicle:</b>     	<b>Has the vehicle been recovered? YES / NO</b> <b>If YES, please state:</b>  <b>Garage Name:</b>  <b>Address:</b>
<b>Insurance details: (clear and legible photo of policy certificate or cover note to be submitted with this report)</b>  <b>Insurance company:</b>  <b>Policy number:</b>	<b>Are you continuing to use the vehicle to transport passengers?</b> <b>YES / NO</b>
<p>I HEREBY CERTIFY that all statements made on this form are true and correct and that I have not withheld any relevant information.</p> <p>I confirm that I have provided photos of the damage sustained, and insurance certificate or cover note. Where notified I will present my vehicle for inspection.</p> <p><b>Signed:</b> ..... <b>Date:</b> .....</p> <p><b>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.</b></p>	
<p>Please fully complete and submit this form with photos to: South Gloucestershire Council, Department for Place, Licensing Service, PO Box 1954, Bristol, BS37 0DD</p> <p>E-mail: <a href="mailto:taxis@southglos.gov.uk">taxis@southglos.gov.uk</a>      Tel: 01454 868001</p>	