

Licensed vehicle accident or incident report form

Local Government (Miscellaneous Provisions Act) 1976
Town Police Clauses Act 1847

Please note:

- All accidents or incidents, involving hackney carriage or private hire vehicles must be reported to the council within **72 hours** of the incident as per the conditions of your licence.
- This form must be completed and submitted to the council by email along with photographs of the damage within **24 hours** of reporting the accident or incident (except in exceptional circumstances) as per the conditions of your licence.
- For further guidance – see page 5

1. Licensed vehicle involved in accident or incident	
Licence number	
Registration plate	
2. Vehicle proprietor	
Forename	
Surname	
Date of birth	
Driver number	
Address	
	Postcode:
Email address	
Contact number	
3. Second vehicle proprietor	
Forenames	
Surname	
Date of birth	
Driver number	
Address	
	Postcode:
Email address	
Contact number	
Use additional sheet for further proprietor(s).	

4. Driver at time of accident			
Forename			
Surname			
Date of birth			
Driver number			
Address	Postcode:		
Email address			
Contact number			
5. Accident details			
Date		Time	
Exact location where the accident or incident occurred			
Details of accident or incident			
Details of any injured persons:			
Name or description	Passenger or Pedestrian?	In which vehicle?	Was the person treated at scene or hospitalised?
Any other relevant information:			
Was it reported to police	Yes	No	
Police incident reference number			
Did the police attend?	Yes	No	
Name of attending police officer			
Constabulary of attending police officer			

Were you carrying passengers at the time of the accident or incident?	
Yes: Number of adults	No
Number of minors	
Did the accident occur during school contract work?	
Yes	No
6. Vehicle damage details (complete one section only)	
Cosmetic damage only (i.e. still drivable as a licenced vehicle)	Details:
Damage that requires licence suspension (i.e. not drivable as a licenced vehicle)	Details:
Vehicle off road (undrivable)	Details:
Vehicle written off	Details:
Do you require a temporary or replacement vehicle?	
Yes	No
7. Declarations (please read and tick each box)	
I declare that the answers to the questions are correct in accordance with the West Suffolk Council hackney carriage and private hire policy available at West Suffolk Council – Taxi licences	
I enclose or have supplied photographs of the accident or incident and damage to vehicle in accordance with the West Suffolk Council hackney carriage and private hire policy available at West Suffolk Council – Taxi licences	
8. Privacy and responsibility	
Privacy notice West Suffolk Council is a Data Controller and can be contacted at: West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU. Phone: 01284 763233. The Data Protection Officer can be contacted at the same address. We are collecting your personal information in order to process your application under the Local Government Miscellaneous Provisions Act 1976 and Town Police Clauses Act 1847. Your data will not be shared with third parties unless used for council purposes, in order to enquire and receive information relating to your licence, prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation, for example we will share your data with Defra so that Defra can create a database to support the operation of charging clean air zones by local authorities or other air quality plans. Your data will be kept for six years post licence expiry or surrender and in line with our retention policy.	

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Automated decision making and processing is not used during this application. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format, please contact the Data Protection Officer.

Any complaints regarding your data should be addresses to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Phone: 0303 123 1113.

If you do not provide the information required on the application form, then we will not be able to process application for a licence. Your data must be kept up to date in accordance with the conditions of your licence.

For more information on our data protection policies please go to our website: [How we use your information](#) or email: data.protection@westsuffolk.gov.uk

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.

I have read the West Suffolk Council hackney carriage and private hire conditions policy handbook, and I undertake, in the event of a licence being granted, to observe and comply with its contents.

10. Signatures

All Persons having commercial interest in the licence are required to sign below

Proprietor one

Name (block capitals)			
Signature		Date	

Proprietor two

Name (block capitals)			
Signature		Date	

This completed form along with all supporting documents should be submitted electronically to the licensing department – licensing@westsuffolk.gov.uk

Guidance

It is the responsibility of a driver to update the council when a licensed vehicle is involved in an accident or incident involving damage to a vehicle, property, and, or, injury to any person or animal. This is regardless of how minor the accident or incident was and, or, who was at fault. The driver must inform the council in writing within 72 hours using the incident report form available on our website ([West Suffolk Council – Taxi licences](#)) which must be completed and submitted to the council by email (licensing@westsuffolk.gov.uk). Photographs of the damage must be sent through with the form, or within 24 hours of the accident or incident being reported.

The report must be made as soon as possible after the accident or incident except in exceptional circumstances, for example, where the driver is incapacitated due to the accident or incident and as such is physically unable to make the notification. (Please note whiplash will be regarded as an injury.)

An authorised officer of the council shall review the extent of the damage to a licensed vehicle following an accident or incident to determine whether the vehicle is fit for continued use or requires suspension. If the vehicle is fit for continued use but requires repair, the timescale for this repair must be agreed with an authorised officer of the council.

If the vehicle is not deemed fit for continued use, the vehicle will be suspended until such time as a full compliance test is passed by one of the council's approved garages and documentation submitted to the council.

A licenced vehicle which has suffered major accident damage or requires substantial mechanical repair may be temporarily replaced by a hire vehicle, provided:

1. the damage to, or defect in, the vehicle has been reported
2. an application is made in the prescribed manner
3. the replacement vehicle meets the requirements of the council's policy.