

# Licensed vehicle accident report form

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

Please note:

- All accidents, 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.
- The licensed vehicle and its licence are suspended from the time and date of the incident or accident until such time as the licensing officer has inspected the vehicle and is satisfied the vehicle is safe to be re-licensed.

<b>1. Licence type</b>					
Please tick choices as appropriate					
Hackney carriage vehicle <input type="checkbox"/>			Private hire vehicle <input type="checkbox"/>		
<b>2. Vehicle proprietor</b>					
Please tick choices as appropriate					
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other (please state)
Forenames					
Surname					
West Suffolk driver number	CD				
Permanent address					
	Postcode				
Email address					
Daytime phone number					
Mobile number					
<b>3. Second vehicle proprietor</b>					
Please tick choices as appropriate					
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other (please state)
Forenames					
Surname					
West Suffolk driver number	CD				
Permanent address					
	Postcode				

Email address					
Daytime phone number					
Mobile number					
Use additional sheet for further proprietor(s).					
<b>4. Driver at time of accident</b>					
Please tick choices as appropriate					
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other (please state)
Forenames					
Surname					
West Suffolk driver number	CD				
Permanent address					
	Postcode				
Email address					
Daytime phone number					
Mobile number					
<b>5. Licensed vehicle involved</b>					
Registration plate					
Vehicle Identity Number (VIN)					
Passenger capacity		Engine capacity			
Make		Number of doors			
Model		Wheelchair accessibility	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Colour		Body style - saloon, estate			
Fuel type		Date of first registration (V5C)			
<b>6. Accident details</b>					
Date		Time			
Exact location					

All persons injured (state in which vehicle or if pedestrian)		
Reported to police	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Police incident reference number		
Did police attend?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of attending police officer		
Constabulary of attending police officer		
<b>7. Vehicle damage details</b>		
You must submit photographs of damage to licensed vehicle before repair		
Location for vehicle to be inspected by Licensing Officer		
<b>8. Surrender of licence plate</b>		
<p>The licensed vehicle and its licence is suspended from the time and date of the incident or accident until such time as the licensing officer has inspected the vehicle and is satisfied the vehicle is safe to be relicensed.</p> <p>The Licensing Officer will require the vehicle to undergo a taxi test before relicensing unless substantial evidence is provided to show this is unnecessary.</p> <p>The hackney carriage or private hire plate must be surrendered or transferred as soon as practicable to the Licensing Office.</p>		
<b>9. Declarations (please read and tick each box)</b>		
I understand all persons who are to drive the vehicle when it is licensed by the council for public hire purposes must hold a current hackney carriage and private hire driver's licence issued by West Suffolk Council.	<input type="checkbox"/>	
I declare that the answers to the questions are correct and I have read the West Suffolk Council hackney carriage and private hire conditions	<input type="checkbox"/>	

policy handbook which are available at <https://www.westsuffolk.gov.uk/taxi> and I undertake, in the event of a licence being granted, to observe and comply with its contents.

## **10. 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 twenty-five 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 addressed 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 further information on our Data protection Policies please go to our website: [How we use your information](#) or email: [data.protection@westsuffolk.gov.uk](mailto: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.

### **11. Signatures**

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

#### **Applicant one**

Name (block capitals)			
Signature		Date	

#### **Applicant two**

Name (block capitals)			
Signature		Date	

#### **Applicant three**

Name (block capitals)			
Signature		Date	

This completed form and all supporting documents should be submitted electronically to the licensing department – [licensing@westsuffolk.gov.uk](mailto:licensing@westsuffolk.gov.uk)

Phone: 01284 758050