

Licensed vehicle accident report form

Local Government Miscellaneous (Provisions) Act 1976

Please note:

- ALL accidents, involving Hackney Carriages or Private Hire Vehicles must be reported to the Council **within 72 hours** of the incident as per the conditions of your licence.
- tick box(es) as appropriate

1. Application type	
Private Hire vehicle <input type="checkbox"/>	Hackney Carriage <input type="checkbox"/>
2. Vehicle Proprietor/owner	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other* <input type="checkbox"/>	* please state:
Forenames:	
Surname:	
Current home address:	
Postcode:	
Email address:	
Daytime phone no:	
3. Driver Details (at time of accident)	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other* <input type="checkbox"/>	* please state:
Forenames:	
Surname:	
Current home address:	
Postcode:	
Email address:	
Daytime phone no:	
4. Vehicle Involved	
Licence Number:	Make:
Registration No.	Model:
No. Of Passengers licensed:	Colour:

5. Accident Details

Day:	Date:	Time:
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Exact Location:

Reported to Police? *YES NO
*If Yes, please give CAD incident number:

Did Police Attend? *YES NO
*If Yes, please give name of police officer attending and which Constabulary they work for
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Vehicle Damage Details:

Vehicle Repairable: YES NO Insurance write off? YES NO

Temporary Replacement Vehicle required? *YES NO
*If Yes, please complete Temporary Replacement Vehicle form and contact your Licensing Authority – details below.

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. Tel: 01284 763233. The Data protection Officer is Leah Mickleborough and 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.

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.

Your data will be kept for 7 years post licence expiry/surrender 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 Tel: 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

I declare that the information given in this form is true and correct and I will ensure all necessary repairs are carried out to the required standard.

Signed:		Date:
This completed form should be submitted to the licensing department		
West Suffolk House Western Way Bury St Edmunds IP33 3YU	Council offices College Heath Road Mildenhall IP28 7EY	
Phone: 01284 758050 Email: licensing@westsuffolk.gov.uk		