

Hackney Carriage and Private Hire Vehicle Accident Report Form

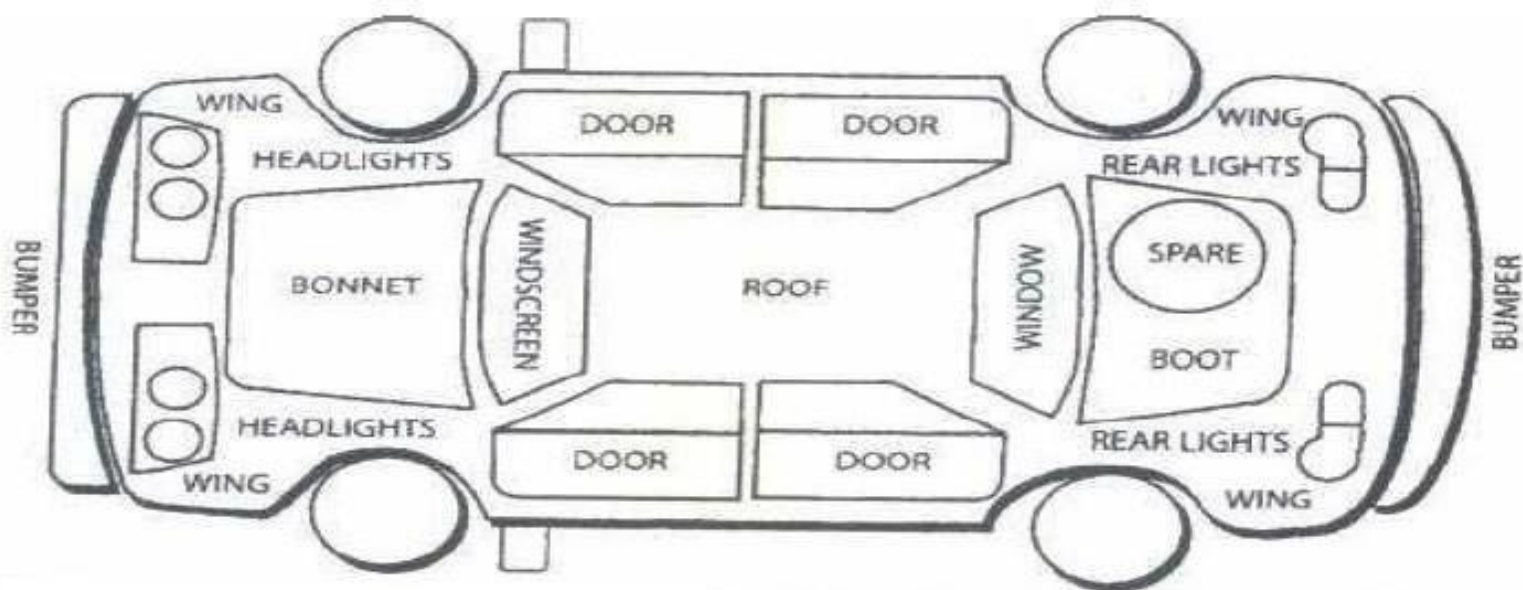
Under section 50(3) of the Local Government (Miscellaneous Provisions) Act 1976 and the vehicle conditions for both Hackney Carriage and Private Hire Vehicle, the holder of the licence is required to inform the Council's licensing team within 72 hours of any accident involving the licensed vehicle, and failure to do so is an offence. The vehicle's licence holder or driver is required to use this form to report the accident within 72 hours. Details must be accurate and complete. The completed form can be emailed to licensing@richmondshire.gov.uk.

Details of Accident										
Time [24H] Date		Road/Place					Town/City			
Brief Description of Incident										
Vehicle Details										
Hackney Carriage / Private Hire Plate Number		Hackney	Private Hire	Registration number [block capitals]						
Primary Vehicle Licence Holder [details of one vehicle licence holder must be completed]										
Full Name										
Home / Office Address										
Email Address										
Is vehicle being repaired		Yes	No	Is the vehicle being written off		Yes	No			
If the vehicle is being repaired, please indicate the damage on the diagram included on the next page										
Name of Driver at time of accident										
Was s/he injured?		Yes	No	If yes did driver attend hospital		Yes	No			
Driver's email		Driver's telephone number								
Any passengers on board the Hackney / Private Hire		Yes	No	Number						
Details of passengers [if possible] - Name, address and telephone number							Injured [please tick]			
Front Passenger							Yes	No		
Rear Passenger 1							Yes	No		
Rear Passenger 2							Yes	No		
Rear Passenger 3							Yes	No		
Please continue on a separate paper for other passengers and return with this form										
Has this been reported to the police		Yes	No	If reported what is the reference / log number						
Has your insurance company been informed		Yes	No							

Was there a third party [if more than one please continue on a separate piece of paper and return with this form]	Yes		No	
If yes, brief details [eg vehicle details or other damaged object]				

Please mark on the following diagram **only** the damage the vehicle has suffered **as a result of the accident.**

(S = Scratch, D = Dent, M = Missing)



Where can vehicle be inspected	
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Warning: *Failing to provide the required information or providing false or incorrect information may result in prosecution*

If the vehicle is off the road, and will not be repaired, you will need to return the side and rear plates and prove that you have removed all signs that it had been a Hackney Carriage or Private Hire Vehicle. If this is not possible you must inform the Licensing Section in writing why you cannot return the plates.

Declaration: I am the owner / driver [select one] and declare that the information on this report form is true. I understand that it is a criminal offence to make a false statement or omit any material particular from this document.

Print and sign

Signed	
Dated	

Any disclosures or sharing of information will only take place where required or permitted by law.