

## Report of Accident to Hackney Carriage / Private Hire Vehicle

Any accident involving a Licensed Hackney Carriage or Private Hire Vehicle must be reported to The Council's Licensing Services within 72 hours.

### ❶ Proprietor of Vehicle Details

Name: .....

Address: .....

.....

Telephone Number: .....

### ❷ Vehicle Details

Plate No and zone:-

.....

Hackney Carriage / Private Hire\* Registration No: .....

Make: .....

Model: .....

Colour: .....

### ❸ Driver Details at the time of Accident

Name: .....

Drivers Badge No: .....

Address: .....

.....

### ❹ Date and Time of Accident

Date: .....

Time: .....

Weather conditions:.....

Were vehicle lights in use? Licensed Vehicle YES / NO\* Other Vehicle YES / NO\*

**5 Explanation & Location of Accident**

*Give precise details of the incident, including road name and position in road.*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**6 Details of Other Vehicle(s) involved (if any)**

*Give precise details, including Registration Number, Make, Model and colour, and details of driver of other vehicle.*

.....

.....

.....

.....

.....

.....

.....

.....

**7 Details of Damage to Licensed Vehicle**

*Please tick the following box which applies to the damaged vehicle:*

- ☐ *Cosmetic Damage (See note 1 below)*
- ☐ *Mechanical Damage (See note 2 below)*
- ☐ *Both cosmetic and mechanical damage*

Note 1

If the vehicle has cosmetic damage the vehicle must be produced to the Licensing Service to be inspected. At this time the vehicle proprietor will be advised of the necessary action (i.e timescale for repair). It may be necessary that plate is returned to the office pending repairs.

Note 2

If the vehicle has incurred mechanic damage the vehicle must be booked into a garage for full repair (not temporary repair) immediately. Once the repair work has been carried out the proprietor of the vehicle must produce written evidence of repair to the Licensing Service. It may be necessary that the plate is returned to the office pending satisfactory written evidence of repair.

.....

.....

.....

.....

.....

.....

.....

**8 Passengers**

*Give names and addresses of all passengers being carried at the time of the accident and details of any injuries sustained (continue on an additional sheet if necessary):*

Name: .....

Address: .....

.....

Injuries Sustained: .....

.....

.....

Name: .....

Address: .....

.....

Injuries Sustained: .....

.....

.....

**9 Police Attendance**

Did the Police attend the Accident? YES / NO\*

Officers No: .....

Incident No: .....

Are any Proceedings pending? YES / NO\*

Details: .....

**⑩      Reported by**

Name: .....

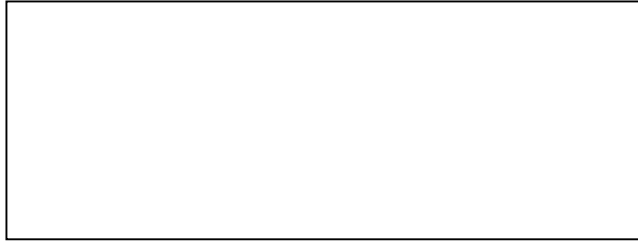
Signed: ..... Date: .....

This form, when completed, should be returned to:  
Licensing Services, Public Protection and Business Support, Cornwall Council, Higher Trenant Road,  
Wadebridge, Cornwall PL27 6TW

Please use the space below to show on a plan the position of the vehicles at the time of the accident:



|



**FOR OFFICE USE ONLY: Vehicle Inspection Details**

➤ **Cosmetic damage**

Details of Damage:

Repair due by:

Plate retained? Yes/No

Vehicle re-inspected following repair (date and signature of Officer):

Plate returned: Yes/No                      Date:

➤ **Mechanical damage**

Details of damage:

Plate retained: Yes/No

Vehicle booked in at garage? Yes/No                      Name of Garage:

Vehicle re-inspected following repair (date and signature of Officer):

Written evidence from garage of repair received? Yes/No