

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 regulatoryservices@guildford.gov.uk.

Details of Accident:

Time (24H)	Date	Road/Place	Town/City

Brief Description of Incident

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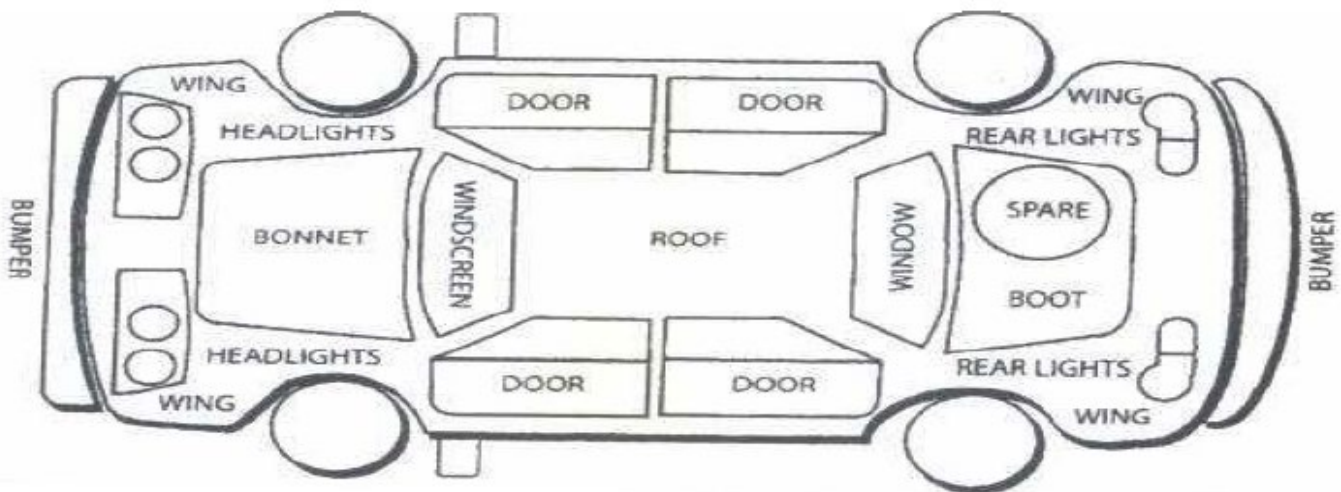
Vehicle details:

Hackney Carriage or Private Hire:	Hackney	Private Hire	Registration number (BLOCK CAPITALS)								
Licence number:			Licence expiry date								
Name of Driver at time of accident:							Driver's Badge number:				
Driver's email							Driver's contact telephone number				

Primary Vehicle Licence Holder (details of one vehicle licence holder must be completed):

Full Name:			
Home Address:			
Email Address			
Telephone number:		Mobile Number:	

Indicate the damaged area(s) of your vehicle using the key below



PLEASE MARK ONLY THE DAMAGE THE VEHICLE HAS SUFFERED AS A RESULT OF THE ACCIDENT
 (Key: S= Scratch D= Dent M= Missing)

Describe damage to licensed vehicle: i.e. severe damage, superficial etc			
Front:		Driver's side:	
Rear:		Passenger side:	
Injuries to self? (Yes/No)		Other vehicles involved? (Yes/No)	
Injuries to passengers? (Yes/No)			
Name, address and telephone number of passengers (continue on separate sheet if required):			
Passenger 1 Name & Address Telephone Number		Passenger 2 Name & Address Telephone Number	

Third Party Vehicle (If more than one vehicle involved please use additional sheets to supply this information for each vehicle)			
Describe damage to third party vehicle: i.e. severe damage, superficial etc			
Front:		Driver's side:	
Rear:		Passenger side:	
Third Party Vehicle Details			
Registration		Driver	
Address of Driver Telephone Number			
Injuries to driver? (Yes/No)		Injuries to passengers? (Yes/No)	
Name, address and telephone number of passengers (continue on separate sheet if required):			
Passenger 1 Name & Address Telephone Number		Passenger 2 Name & Address Telephone Number	

Was the accident reported to the Police?	If yes, what is the reference number?	
Was the accident reported to your insurance company?	If yes, when was it reported?	

Is your vehicle off the road?	
If yes, will the vehicle be repaired?	
Give full address where the vehicle is being kept:	
Telephone:	

If No, is the vehicle still being driven for hire and reward?	
If No, will you be replacing the vehicle on this licence?	
If the vehicle is off the road, and will not be repaired, you will need to return the internal and rear plates, and prove that you have removed the livery (hackney carriages) or return the door signs (private hire).	

Warning:

Failing to provide the required information or providing false or incorrect information may result in prosecution.

Declaration:

I (name) _____ am the _____ and declare that the above information is true. I understand that it is a criminal offence to make a false statement or omit any material particular from this document.

Signed: _____ **Dated:** _____

When completed, deliver this form to: Guildford Borough Council, Licensing Team, Millmead House, Millmead, Guildford, GU2 4BB or email a scanned (with signature) version to regulatoryservices@guildford.gov.uk