

VEHICLE ACCIDENT REPORT FORM

(Please complete ALL SECTIONS and in black ink and BLOCK Capitals)

- **ALL Vehicles MUST BE presented to VMU garage to assess damage** (mechanical / cosmetic) unless they have been recovered by third party garages. Clear pictures must then be produced of damage as well as return of licence plates to Licensing.
- **Insurance:** Certificates / Cover Notes **MUST** be produced with this document
- **COPIES OF FORM:** Original to be kept by Licensing. Copy to be given to Proprietor.

NOTES

1. It is a legal requirement under Section 50 (3) of the Local Government (Miscellaneous provisions) Act 1976 that accidents involving Private Hire and Hackney Carriage Vehicles **MUST BE** reported to the Licensing Authority.
2. The vehicle proprietor shall report any accident.
3. The report must be made as soon as reasonably practicable, but in any case **within 72 hours of the accident.**
4. A report must be made of any accident materially affecting the safety, performance, or appearance of the vehicle.
5. The Council requires the report in writing.
6. The report is made without prejudice to provisions of Section 25 of the Road Traffic Act 1972.

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| Licence Details: Hackney Carriage / Private Hire Licence Number: <input style="width: 100%; height: 15px;" type="text"/> Expiry Date: <input style="width: 100%; height: 15px;" type="text"/> | Vehicle Registration Number: <input style="width: 100%; height: 15px;" type="text"/> Make / Model of vehicle: <input style="width: 100%; height: 15px;" type="text"/> |
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| | | |
|---------------------------------------|---|--|
| Date / Time of Accident | Date: <input style="width: 80%;" type="text"/> | Time: <input style="width: 80%;" type="text"/> am / pm |
| Location of Accident | <input style="width: 100%; height: 20px;" type="text"/> | |
| Vehicle Proprietor Name | <input style="width: 100%; height: 20px;" type="text"/> | |
| Vehicle Proprietor Address | <input style="width: 100%; height: 20px;" type="text"/> | |
| Driver Name | <input style="width: 100%; height: 20px;" type="text"/> | |
| Driver Address | <input style="width: 100%; height: 20px;" type="text"/> | |
| Driver Badge Number | <input style="width: 100%; height: 20px;" type="text"/> | |
| Did the driver suffer any injuries? | <input type="checkbox"/> No <input type="checkbox"/> Yes (details) | |
| Names / Address of Passengers injured | 1. <input style="width: 90%;" type="text"/> 2. <input style="width: 90%;" type="text"/> Continue overleaf if required.... | |
| Description of damage to vehicle | <input style="width: 100%; height: 40px;" type="text"/> Continue overleaf if required.... | |
| Accident reported to Police? | <input type="checkbox"/> No <input type="checkbox"/> Yes REF No: <input style="width: 80%;" type="text"/> | |

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|--|-------------|
| SIGNED <small>(Proprietor)</small> | DATE |
|--|-------------|

Additional Information

Third party driver details
 (Name / Address / Registration Number / Make & Model / Damage to their vehicle)

OFFICE USE ONLY

| | | | |
|---|----------|--------------------------------|----------|
| Date Received | | Officer initials | |
| Valid Insurance Produced? | Yes / No | Checked by officer? | Yes / No |
| Suspension / Defect Notice issued? | Yes / No | Serial Number? | |
| Plates Returned? | Yes / No | Re-inspection required? | Yes / No |

VMU OFFICE USE and CHECKS

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|--|--|-----------------------|--|
| Date checked | | Mechanic Name | |
| Is Vehicle roadworthy? | Yes / No If NO , refer to Licensing for issue Suspension Notice. Plates to be returned to Licensing with Copy of Suspension Notice. If YES , issue Defect Notice to repair and present back within 28 days. Failure to present will result in Suspension | | |
| Vehicle Inspection Sheet completed? | Yes / No | Serial Number? | |
| Re-inspection required when? | | | |

Procedure for licensed vehicles involved in RTC (Road Traffic Collision) or any other incident which has caused vehicle damage

1. Vehicle proprietor / driver to contact VMU and arrange Vehicle Accident Check (relevant fee to be paid to VMU)
2. This form **MUST** be completed prior to attending and be presented to the VMU mechanic.
3. Once vehicle checked:
 - if deemed safe to use for PH / HC purposes, then DEFECT NOTICE to be issued by VMU giving period of no more than one calendar month for vehicle to be repaired fully and be presented to VMU for checking.
 - If vehicle not safe for use, Vehicle plates to be removed by VMU mechanic and to be returned to Licensing who will issue Suspension Notice to Proprietor / Driver.
 - If no vehicle can be presented to VMU due to vehicle not being safe to drive or has been recovered, then pictures of vehicle damage showing Vehicle Registration Mark (VRM) and be presented to Licensing along with all licence plates.