



Surrey Heath Borough Council
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Hackney Carriage / Private Hire Accident Report Form

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 report is made without prejudice of S170 Road Traffic Act 1988.

PLEASE FULLY COMPLETE IN BLOCK LETTERS

Drivers Name	
Drivers Badge Number	
Private Hire / Hackney Carriage Licence Number	
Vehicle Owner	
Vehicle Registration	
Make & Model	

Date of accident	
Time	
Place	
Did you or any of your passengers suffer any personal injury? If yes please give details	Yes / No
Was the accident reported to the Police?	Yes / No
If yes please quote reference number	

Insurance Details - Certificate / Cover note to be produced with this report

Have you reported the accident to your Insurance Company?	Yes / No
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FOR OFFICIAL USE ONLY	
Has the vehicle been inspected by an authorised officer?	Yes / No
Authorised Officer's Signature	
Date	
Suspension Notice Issued?	Yes / No