

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
ROAD TRAFFIC ACCIDENT REPORT FORM

***** Important Information *****

- If at any time the vehicle is involved in an accident, however minor, the driver must inform the Licensing Office of **this fact as soon as possible and in any event within 1 working day** in writing. An accident report form (available from the Licensing Office and website) must then be completed and submitted to the Licensing Office within 72 hours of the accident occurring (except in exceptional circumstances when the report must be made as soon as possible after the 72 hours deadline – an example of an exceptional circumstance would be that the driver is incapacitated due to the accident and physically unable to make the notification).
- If you have not sent the correct photographs showing the road traffic accident damage including your vehicle registration plate in the photographs, the information will not be accepted.
- You must attach the **photographs** to the email when sending notification of your Road Traffic Accident.
- You must also email the Vehicle Damage Assessment Form that you obtain from the insurers.
- If you are hiring a vehicle with a Hire Company, any information about your Road Traffic Accident will not be accepted by them. **YOU** as the driver must inform our office.
- Failing to provide all the information and completion of this form will delay in you receiving the correct documents.
- Please return by post to the above address or by email to taxi_licensing@sandwell.gov.uk

To complete this form in PDF, please ensure you have selected the Edit/Fill & Sign/Type Text option on your PDF application on your device.



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SANDWELL METROPOLITAN BOROUGH COUNCIL LICENSING OFFICE, WATERFALL LANE, CRADLEY HEATH. B64 6RL

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I am writing to report that the following vehicle has been involved in a Road Traffic Accident on (date) _____ in accordance with Condition 6 of my Private Hire Vehicle Licence and condition 8 of my Hackney Carriage Vehicle Licence.

The vehicle details are as follows:

Table with 5 columns: HC/PH Vehicle Licence No., Make, Model, Colour, Registration No.

Please specify the nature of the damage to the vehicle:

Three horizontal lines for writing damage details.

Were there any passengers in the vehicle at the time of the accident? If yes, please confirm if they were injured and provide details of their injuries.

Three horizontal lines for writing passenger details.

Did you the driver sustain any injuries?

Three horizontal lines for writing driver injury details.

Please confirm the location and time of the accident, and a brief description of what happened:

Three horizontal lines for writing accident details.

Signed:

Date:

Horizontal line for signature and date.