



Notification of Accident Damage to a Licenced Vehicle

(2023)

If we suspend the vehicle, you have two months to comply with the suspension notice before the licence is revoked.

Any personal or special information you provide will be held by the Council on computerised and manual files (data may be made available on a public register as required by relevant legislation). Processing of the data will be necessary to fulfil the Council's official functions. The data may also be disclosed to other departments within the Council or other external organisations, but only to ensure compliance with relevant legislation or for identification purposes or to prevent and detect fraud or a crime. Burnley Borough Council is a Data Controller in accordance with Data Protection legislation. The data may also be processed by third parties who provide services on behalf of the Council. More details may be found in the Privacy Notice on the Council's website or clicking here at [Council and democracy - burnley.gov.uk](https://www.burnley.gov.uk/council-and-democracy)

Vehicle Details

Reg. No.		Plate No.	
Make.		Model.	

Current Owner Details please print clearly

1	Full Name	
2	Date of birth	
3	Permanent Address including postcode:	
4	Telephone Number (Home).	
5	Telephone Number (Mobile).	
6	Name of driver at time of accident:	
	Address:	
	Badge Number:	

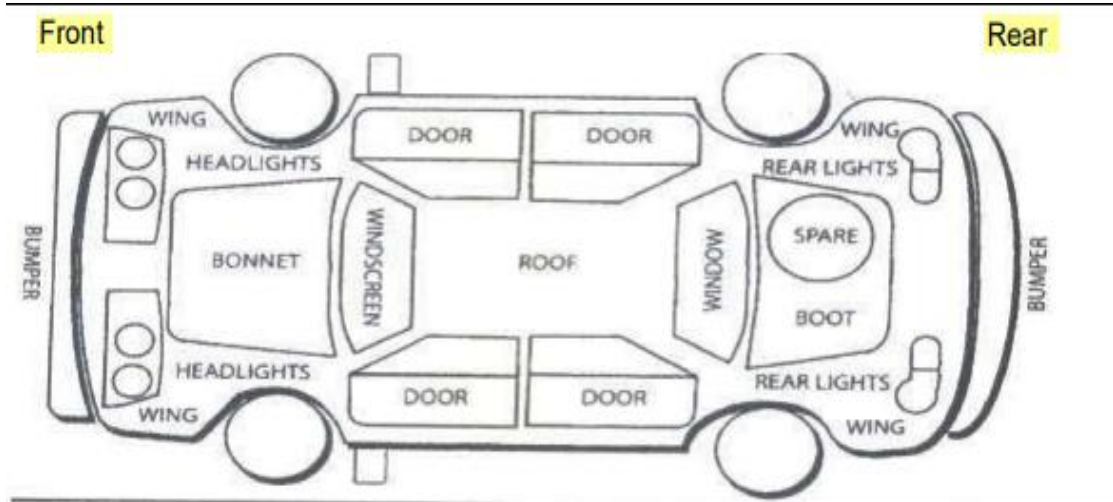
Should the vehicle be declared a Cat 'C' write off the Private Hire/Hackney Carriage licence will be cancelled. The vehicle will not be relicensed until a VIC certificate is obtained from VOSA

Accident Details please print clearly

1	Date:		
2	Time:		
3	Location:		
4	Milage at the time of the incident:		
5	Give brief details of the accident. Include details of the weather.		
6	Were any passengers involved? Please provide names & addresses.		
7	Was anyone injured? Please provide names, addresses & details of injuries:	Name:	
		Address:	
		Injuries:	
8	Were the police called? Please provide police officer details: name, collar number, incident log number.	Name:	
		Collar No:	
		Log No:	
9	Will there be an insurance claim made against a third party? Please provide the name of the third party, the registration number and their insurance provider.	Name:	
		Reg No:	
		Insurance details:	
10	Please provide details of damage to the vehicle. Describe damage to licensed vehicle: i.e. severe damage, superficial etc Front: Rear: Driver's side. PLEASE SUBMIT COLOUR PHOTOGRAPHS WITH THIS REPORT		

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11 Please indicate the damaged area(s) to your vehicle using the key below



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

12 Please provide a simple sketch of the accident showing the position of the vehicles on the road and location

13	What was the taxi being used for:	HC or PHV / Private use
14	Was the vehicle driven after the incident?	Yes / No
15	Was the vehicle recovered after the incident?	Yes / No
16	Which company recovered the vehicle?	
17	Where is the vehicle currently stored?	

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Replacement Vehicle Details

18	Has a replacement vehicle been arranged?	Yes/ No
19	Who is the replacement vehicle provider?	
20	Vehicle registration:	
21	Make & Model:	
22	Date you started to use the vehicle:	

Declaration

I declare that this information provided in this report is correct and understand that any false statements may constitute a criminal offence

Name in Capitals			
Signature		Date	

Please submit this form to: licensing@burnley.gov.uk with your photos. Photos must show the damage, the vehicle plate & registration.

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