

## ACCIDENT REPORTING FORM TAXI/PRIVATE HIRE VEHICLES

1. Applicants must read the Taxi and Private Hire Licencing Policy before completing this form.
2. Applicants must complete ALL sections. Incomplete application forms will be returned to the applicant and not processed until such time as the application form is completed.
3. Accidents must be reported to North Hertfordshire District Council as soon as reasonably practicable, and in any case within seventy-two (72) hours of the occurrence thereof.

### 1. Drivers Details – Please complete in full

Drivers Name: \_\_\_\_\_

Drivers Address: \_\_\_\_\_

Contact Telephone No: \_\_\_\_\_

Email address: \_\_\_\_\_

Drivers Badge No: \_\_\_\_\_

Licensed Plate No: \_\_\_\_\_

If Private Hire, Private Hire Operators License Number: \_\_\_\_\_

### 2. Details of licenced vehicle

Plate Number: \_\_\_\_\_

Registration: \_\_\_\_\_

Current Vehicle's Expiry Date: \_\_\_\_\_

### 3. Do you intend to continue to use the vehicle?

**Yes**

**No**

If Yes, please arrange an appointment with a Licensing officer to inspect the vehicle, email [licensing@north-herts.gov.uk](mailto:licensing@north-herts.gov.uk)

If No, are you arranging a temporary vehicle? \_\_\_\_\_

**4. Details of Accident damage to licenced vehicle**

**Date of Accident:** \_\_\_\_\_

**Time of Accident:** \_\_\_\_\_

**Location of Accident:** \_\_\_\_\_

**Police Accident Report No:** \_\_\_\_\_

**Description of Accident:**

[Large empty rounded rectangular box for accident description]

**Please remember to send a photograph of the damage to the vehicle with this report**

## 5. Declaration 1

- I declare that to the best of my knowledge and belief, the foregoing information is true and correct.
- I understand that the making a false statement in connection with this reporting form is an offence and may lead to the refusal, suspension or revocation of my licence, in addition to possible prosecution for a criminal offence.
- I understand that it is my responsibility to ensure that I have appropriate Taxi/Private Hire insurance at all times throughout my issued licence(s).
- I have read, understood and agreed to abide by all relevant legislation and the Council's Taxi and Private Hire Licensing Policy.

**Print Full Name:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

## 6. Submitting the application

Please submit this report form to [licensing@north-herts.gov.uk](mailto:licensing@north-herts.gov.uk)