

ACCIDENT REPORT FORM



Taxi & Private Hire Licensing
225 York Road
Leeds
LS9 7RY
Tel: (0113) 3781570 taxiprivaterehire.licensing@leeds.gov.uk

Plate No. _____

DISC RETURNED

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 170 of the Road Traffic Act 1988

PLEASE FULLY COMPLETE IN BLOCK LETTERS (Please continue overleaf if necessary)

Date of Accident..... Time..... Place.....

Drivers Name..... Badge No.....

Vehicle Registration..... Make & Model.....

Vehicle Owner.....

Names and Addresses of any passengers injured.....

Did you suffer any personal injury if **yes** please give details

Was the accident reported to the police If **Yes**, please quote reference number.....

INSURANCE DETAILS (Certificate / Cover Note to be produced with this report)

Insurance Co..... Certificate/ cover note no

Insured from..... To.....

DESCRIPTION OF DAMAGE TO VEHICLE.....

Authorised Officer Signature..... Date.....

Proprietors Signature (VEHICLE OWNER)..... Date.....

Re-Inspection Required VOR ISSUED Serial No:

Cut along this line

Cut along this line

FOR OFFICIAL USE ONLY: RECEIPT TO BE RETAINED BY PROPRIETOR (Disc returned)

Plate no Registration No..... Date of accident.....

Brief description of damage.....

VOR issued **YES / NO** Serial No Re-inspection required

Authorised Officer Signature..... Date.....