



CHELTENHAM

BOROUGH COUNCIL

Report of Accident to Hackney Carriage/ Private Hire Vehicle

Any accident involving a Licensed Hackney Carriage or Private Hire Vehicle must be reported to the Council and arrangements made for the vehicle to be inspected, by an authorised officer of the council.

1. Proprietor Details

Name:
Address:
Telephone Number: (.....).....

2. Vehicle Details

Plate No:	Hackney Carriage/ Private Hire*
Registration No:	Make:
Model:	Colour:

3. Driver Details

Name:
Drivers Badge No:.....
Address:
Postcode.....

4. Date and Time of Accident

Date:	Time:
Weather conditions:	
<i>Were the vehicles lights in use? YES/NO?</i>	

5. Explanation & Location of Accident

Give precise details of the incident, including road name and position in the road, (e.g. outside no.../ junction with...)

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6. Details of Other Vehicle(s) involved (if any)

Give precise details, including Registration Number, Make, Model and Colour, and details of driver of other vehicle.

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7. Details of Damage to Licensed Vehicle

Give precise details

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8. Passengers

Give names and addresses of all passengers being carried at the time of the accident and details of any injuries sustained:

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9. Police Attendance

Did the Police attend the Accident? YES/ NO*	
Incident No:	Are any Proceedings pending? YES/ NO*
Details:	
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10. Reported by

Name:

Signed: **Date**.....

Please complete all the above fields and return this form to the licensing section as soon as possible. The council will process the information I have provided on this form in accordance with the relevant privacy statement available at <https://www.cheltenham.gov.uk/your-data>.

Cheltenham Borough Council
Licensing Section
Municipal Offices
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