

# 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, within 72 hours of the incident.

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## 1 Proprietor Details

Name: .....

Address: .....

Telephone Number: .....

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## 2 Vehicle Details

Plate No: ..... Hackney Carriage / Private Hire\*                      Registration No:.....

Make:.....                      Model: .....                      Colour: .....

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## 3 Driver Details

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

Address:.....

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## 4 Date and Time of Accident

Date: .....                      Time.....

Weather conditions:.....

Were vehicle lights in use? Licensed Vehicle    YES / NO\*                      Other Vehicle    YES / NO\*

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## 5 Explanation & Location of Accident

*Give precise details of the incident , including road name and position in 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:

Name: .....	Name: .....
Address: .....	Address: .....
.....	.....
.....	.....
Injuries Sustained: .....	Injuries Sustained: .....
.....	.....
Name:.....	Name: .....
Address: .....	Address: .....
.....	.....
.....	.....
Injuries Sustained:.....	Injuries Sustained: .....
.....	.....

**9 Police Attendance**

Did the Police attend the Accident?                      YES / NO\* ..... Officers No.....

Incident No: .....

Are any Proceedings pending?    YES / NO\*

Details: .....

**10 Reported by**

Name: ..... Signed: ..... Date: .....

When completed please send to Business Support Canterbury City Council  
 Military road Canterbruy CT11YW

Please use the space below to show on a plan the position of the vehicles at the time of the accident :

**FOR OFFICE USE ONLY: Vehicle Inspection Details**

Roadworthy?: YES/NO..... Repair Due by:.....

Officer:..... Signed:..... Date:.....