


Taxi Licensing The Boulevard Crawley West Sussex RH10 1UZ      Tel: 01293 438944 Email: <a href="mailto:taxis@crawley.gov.uk">taxis@crawley.gov.uk</a> Web: <a href="https://crawley.gov.uk/business/licensing/taxi-and-private-hire">https://crawley.gov.uk/business/licensing/taxi-and-private-hire</a>	
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**Vehicle Accident Reporting Form**

This form is to be used by the proprietor of a Hackney Carriage or Private Hire Vehicle to report an accident to their licensing authority. This is required by Section 50(3) of the Local Government (Miscellaneous Provisions) Act 1976  
<https://www.legislation.gov.uk/ukpga/1976/57/section/50> which states:

“Without prejudice to the provisions of section 170 of the Road Traffic Act 1988, the proprietor of a hackney carriage or of a private hire vehicle licensed by a district council shall report to them as soon as reasonably practicable, and in any case within seventy-two hours of the occurrence thereof, any accident to such hackney carriage or private hire vehicle causing damage materially affecting the safety, performance or appearance of the hackney carriage or private hire vehicle or the comfort or convenience of persons carried therein”

**Details must be accurate and complete and submitted THE NEXT WORKING DAY FOLLOWING THE ACCIDENT. The completed form should be emailed to [taxis@crawley.gov.uk](mailto:taxis@crawley.gov.uk)**

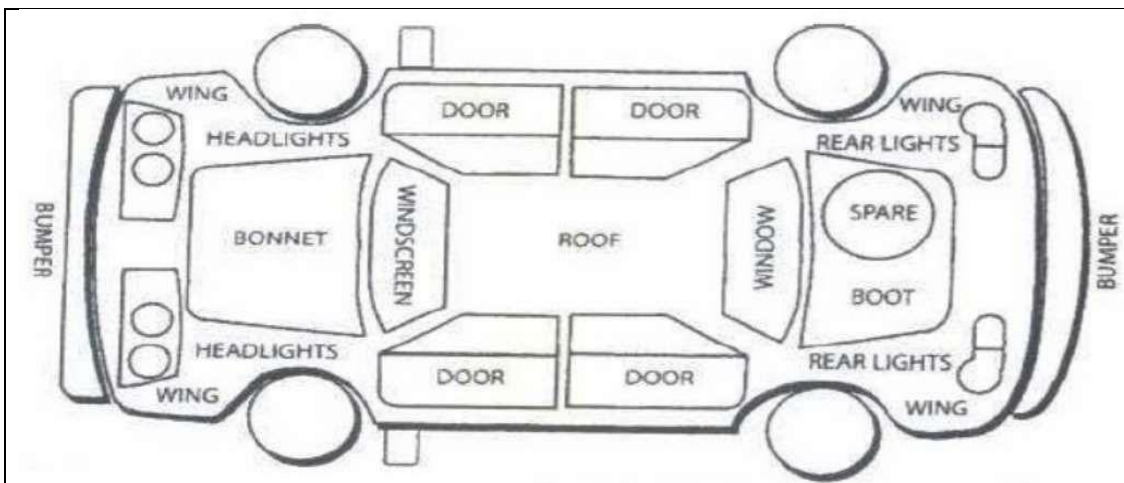
**PLEASE NOTE THAT WHERE POSSIBLE, WE WILL NEED TO INSPECT THE VEHILCE AS PART OF OUR REGULATORY AND COMPLIANCE CHECKS**

<b>Details of Accident</b>	
Date of Accident:	Time of Accident (24hr):
Road / Place of accident:	
Give a brief account of the accident:	

<b>Vehicle Details</b>		
Private Hire Plate number:	<b>PHV</b>	
Taxi Plate number:	<b>HCV</b>	
Vehicle registration number:		
Name of driver at time of accident:		
Badge number of the driver:		
Driver's email and contact telephone number		

Crawley Borough Council will use your information within the Data Protection Act. Any disclosures or sharing of information will only take place where required or permitted by law. Visit <https://crawley.gov.uk/business/licensing> for information about licensing

Please give full details of the damage to the licensed vehicle and mark the areas of damage of the diagram overleaf:	
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<b>PLEASE MARK ONLY THE DAMAGE THE VEHICLE HAS SUFFERED AS A RESULT OF THE ACCIDENT (Key: S= Scratch D= Dent M= Missing)</b>	
Please also ensure you include photos of the damage with this submission, image of registration plate and Council Licence plate (this means we can link the car/plate to the damage)	
Were you carrying passengers?	
Did any person suffer personal injury as a result of the accident?  If YES, please give details	
Has the accident been reported to the Police?  If Yes what is the Police Reference Number:	
Who attended at the scene of the accident: Police / Highways Agency / Ambulance / Fire Authority / Other If Other, please give details:	
Is your vehicle off the road?	
Please state the name and address of the Repairer/Body Shop carrying out the repairs to the vehicle:	

<b>Your Details</b>
Your full name:

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Your full home address:	
Your email address:	
Your telephone number:	
Signature:	Today's Date:

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**PLEASE NOTE THE FOLLOWING:**

- **An Authorised Licensing Officer from the Council may request to inspect any damage to the licensed vehicle to consider whether it is roadworthy or not**
- **As considered necessary, an Authorised Licensing Officer may opt to suspend a vehicle pending repair or replacement**
- **This accident report does not remove the responsibility of the driver to report an accident to the Police as required by the Road Traffic Act 1988. If either the driver or proprietor of the licensed vehicle is convicted of any offence as a result of proceedings arising out of the accident, the Council must be informed of such conviction immediately)**
- **The above list is not exhaustive and further information may be required by an Authorised Licensing Officer and/or the Councils Taxi Licensing Service**