



## **NOTIFICATION OF ACCIDENT DAMAGE TO LICENCED VEHICLE**

**[NB If the vehicle is suspended then you have two months to comply with the suspension notice before the licence is revoked]**

Any personal or special information you provide will be held by the Council on computerised and manual files (data may be made available on a public register as required by relevant legislation). Processing of the data will be necessary to fulfil the Council's official functions. The data may also be disclosed to other departments within the Council or other external organisations, **but only to ensure compliance with relevant legislation or for identification purposes or to prevent and detect fraud or a crime.** Burnley Borough Council is a Data Controller in accordance with Data Protection legislation. The data may also be processed by third parties who provide services on behalf of the Council.

More details may be found in the Privacy Notice on the Council's website or clicking here at <https://www.burnley.gov.uk/about-council/other-information/privacy-notice-formally-fair-processing-notice>

### **VEHICLE DETAILS**

<b>Reg. No.</b>		<b>Plate No.</b>	
<b>Make.</b>		<b>Model</b>	

### **CURRENT OWNER**

<b>1</b>	<b>Full Name</b>	
<b>2</b>	<b>Date of birth.</b>	
<b>3</b>	<b>Permanent Address.</b>	
<b>4</b>	<b>Post Code.</b>	
<b>5</b>	<b>Telephone Number (Home).</b>	
<b>6</b>	<b>Telephone Number (Mobile).</b>	
<b>7</b>	<b>Driver of vehicle at time of accident Name and PH/HC Driver Licence Number</b>	

Should the vehicle be declared a Cat 'C' write off the Private Hire/Hackney Carriage licence will be cancelled. The vehicle will not be relicensed until a VIC certificate is obtained from VOSA

# ACCIDENT DETAILS

<b>1</b>	<b>Date</b>	
<b>2</b>	<b>Time</b>	
<b>3</b>	<b>Location</b>	
<b>4</b>	<b>Odometer Reading (Mileage)</b>	
<b>5</b>	<b>Circumstances</b>	
<b>6</b>	<b>Were any passengers involved? Please provide names &amp; addresses.</b>	
<b>7</b>	<b>Was anyone injured? Please provide names, addresses &amp; details of injuries.</b>	
<b>8</b>	<b>Were the police involved? Please provide police officer details ie name, collar number, incident log number</b>	
<b>9</b>	<b>Will there be an insurance claim made against a third party? Please provide details of the third part and insurance provider</b>	
<b>10</b>	<b>Details of damage to vehicle. PLEASE SUBMIT COLOUR PHOTOGRAPHS WITH THIS REPORT</b>	

## DECLARATION

<b>I declare that this information provided in this report is correct and understand that any false statements may constitute a criminal offence</b>			
<b>Name in Capitals</b>			
<b>Signature</b>		<b>Date</b>	

**NB: PLEASE SUBMIT THIS FORM TOGETHER WITH COLOUR PHOTOS OF ACCIDENT DAMAGE TO [licensing@burnley.gov.uk](mailto:licensing@burnley.gov.uk)**

OFFICE USE:      Date suspension issued      .....

BY:                      Officer Name      .....

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