



DETAIL OF ACCIDENT FORM Claim Ref: _____

Version November 2019

If you wish to claim for an incident which has caused loss or damage to property, and/or personal injury, you should complete and return this form.

ISSUE AND COMPLETION OF THIS FORM SHOULD NOT BE CONSTRUED AS AN ADMISSION OF LIABILITY ON THE PART OF BRENT COUNCIL AND DOES NOT MEAN THAT YOU WILL AUTOMATICALLY RECEIVE COMPENSATION.

*All information is requested in order to comply with the protocols laid down in the Civil Justice Reforms 1999 (Woolf Reforms). Please use **BLOCK CAPITALS** and complete all sections. Incomplete forms will delay the processing of your claim.*

SECTION 1 – PERSONAL INFORMATION

Title: Mr / Mrs / Miss / Ms / Dr (please circle) Other: _____

Surname: _____ Forename: _____

Address: _____

Postcode: _____ Email: _____

Daytime Contact Telephone Number: _____

Date of birth: ____/____/____

National Insurance Number

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Brent Council is under a duty to protect the public funds it administers; and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with law enforcement agencies and other bodies responsible for auditing or administering public funds for these purposes.

Further information can be found here:- www.brent.gov.uk/fraud

SECTION 2 – PARTICULARS OF INCIDENT

Date of incident: ____/____/____ Time of incident: _____ am / pm

Exact location of incident:
Please be as detailed and precise as you can; include any relevant road or street names, shop or house numbers, and any landmarks or features. (e.g. "Willesden High Road opposite Sainsbury's" "Outside No 23" Happyplace junction with Sunshine Avenue")

Please provide full details of the incident: *(continue overleaf if necessary)*

Please provide a sketch plan of the incident:

Why do you believe Brent Council is at fault?

Were you previously aware of the alleged defect?

Yes / No

(Delete as appropriate)

If **yes**, did you inform the Council?

Yes / No

(Delete as appropriate)

On what date(s) was the defect reported?

On what date(s) were repairs undertaken?

Please enclosed any photographs of the alleged defect?

Yes / No

(Delete as appropriate)

Measurement of defect: _____

How was defect measured? _____

SECTION 3 – DETAILS OF ANY INJURY

Please describe any personal injury that you have sustained: *(continue overleaf if necessary)*

SECTION 4 – DETAILS OF ANY DAMAGE/LOSS TO PROPERTY/VEHICLE

<u>Item</u>	<u>Cost</u>	<u>Date of Purchase</u>	<u>Invoice/Repair Estimate attached?</u>

If driving, what speed you were travelling at when the incident occurred? _____ mph

Vehicle Registration No: _____

Make / Model: _____

Are you the registered owner? Yes / No (Delete as appropriate)

WHERE POSSIBLE, PLEASE ENCLOSE RECEIPTS.
WE MAY REQUIRE DAMAGED ITEMS TO BE BROUGHT TO THE OFFICE IF YOUR CLAIM IS SUCCESSFUL.

SECTION 5 – WEATHER CONDITIONS

VISIBILITY:

Good Poor
Daylight (Good) Daylight (Poor)
Lamp posts lit Lamp posts unlit

ROAD/FOOTPATH CONDITIONS:

Dry Snow
Wet Ice
Fog

SECTION 6 – CONTRACTORS

If the incident occurred because of work carried out by a contractor, please provide the name of the contractor if known:

SECTION 7 – WITNESSES

Were there any witnesses to the incident? Yes / No (Delete as appropriate)
If yes, please supply their details as we may need to approach them for a statement.

Witness 1

Name: _____

Address: _____

Telephone: _____

Witness 2

Name: _____

Address: _____

Telephone: _____

SECTION 8 – INSURANCE

Do you have separate house contents insurance or vehicle insurance which would cover this claim? Yes / No (Delete as appropriate)

If yes, have you made a claim to your insurers? Yes / No (Delete as appropriate)

Name of Insurer: _____ Policy Number: _____

SECTION 9 – ANY OTHER RELEVANT COMMENTS YOU WISH TO MAKE (continue on additional sheets if necessary)

SECTION 10 – DECLARATION

PERSONS WHO MAKE FRAUDULENT CLAIMS ARE LIABLE TO PROSECUTION UNDER THE FRAUD ACT 2006

“The details that I have supplied are honest, truthful, and accurate to the best of my knowledge and belief; they will be relied upon in support of my claim.”

Signed: _____ Date: ____/____/____

Data Protection Act 1998 / GDPR DATA PROTECTION ACT 1998

The information you have provided to Brent Council will be used to enable the council to process your claim. The Council's Data Protection Officer can be contacted via dpo@brent.gov.uk or 020 937 1402.

The information will be shared with external claims handlers and solicitors. The information shall be retained for 6 years and shall be processed in adherence to your legal rights under the Data Protection Act 1998 and the GDPR. You have a right to ask for a copy of the information about you held by us in our records, including but not limited to the right to withdraw consent, right to copies of your information and right to be forgotten.

If you are dissatisfied with the processing of your information, you can raise your concern with the council's Data Protection Officer. You have a right to lodge a complaint with the Information Commissioner's Office. (www.ico.org.uk). Further information can be found at www.brent.gov.uk/privacy

Please return your completed claim form to:

Insurance Team
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

insurance@brent.gov.uk