

**TORRIDGE DISTRICT COUNCIL
HACKNEY CARRIAGE/PRIVATE HIRE VEHICLE
ACCIDENT REPORT FORM**

1. VEHICLE DETAILS	
MAKE:	MODEL:
REG. NO:	HC/PH LICENCE No:
2. DETAILS OF PERSON DRIVING VEHICLE AT TIME OF ACCIDENT	
NAME:	
ADDRESS:	
TEL.NO:	
3. DETAILS OF ACCIDENT	
DATE:	TIME:
LOCATION:	
PLEASE GIVE BRIEF DETAILS OF THE ACCIDENT (INCLUDE A SKETCH IF NECESSARY ON A SEPARATE SHEET)	
IF ANOTHER VEHICLE WAS INVOLVED, PLEASE GIVE DETAILS (IF AVAILABLE) OF VEHICLE, DRIVER AND ANY WITNESSES	
VEHICLE DETAILS:	
DRIVERS NAME AND ADDRESS:	
DETAILS OF ANY WITNESSES (IF APPLICABLE):	
HAVE YOU REPORTED THE ACCIDENT TO THE POLICE: YES / NO	
HAVE YOU NOTIFIED YOUR INSURANCE COMPANY OF THE ACCIDENT: YES / NO	
SIGNED:	
PRINT NAME:	DATE:

FOR OFFICE USE ONLY
DATE RECEIVED:
VEHICLE INSPECTED: YES/NO
IS THE VEHICLE ROADWORTHY: YES/NO
IS REMEDIAL ACTION REQUIRED: YES/NO IF YES STATE ACTION REQUIRED
NAME OF OFFICER:
DATE:

Privacy Notice

Torridge District Council collects stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.

Our lawful basis has been determined as:

Public Task – in relation to personal data

Substantial Public Interest – in relation to ‘special category’ personal data

Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.

Personal information provided on this form may be shared with third parties where we are legally obliged to do so, or where this is necessary to enable us to provide the service requested.

To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages of our website

Website: <http://www.torrIDGE.gov.uk/privacypolicy/>

Alternatively, a full copy of our privacy policy can be viewed at our main office or a copy can be requested by writing to the Data Protection Officer at Riverbank House, Bideford, Devon, EX39 2QG.