**Public Liability Report Form**

(For instances of third party damage to property)

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| **Person details** |
| Full name including title: |
| Address including postcode: |
| Telephone number |
| Email address: |
| Date of Birth: |
| Occupation: |
| National Insurance Number (required in ALL cases where personal injury has been sustained): |

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| **Incident details** |
| Date and Time of Accident/Loss |
| Accident Location (please attach photographs or a diagram of the accident site, if possible, showing house numbers or other identifiable property features. Please sign and date any photographs on the reverse): |
| How **EXACTLY** did the accident/damage occur? |
| Prevalent Weather Conditions (if applicable): |
| Nature of damage sustained (please list any damaged items, together with their age and original purchase price): |
| Names and addresses of any witnesses to the accident/loss: |
| Why do you believe the Council were negligent / to blame for this accident: |
| Had the matter previously been reported to the Council (if applicable): /NO (please specify) |
| If so, when? |
| Do you have Legal Expenses Cover attached to your home Insurance or motor Insurance cover? YES/NO (please specify) |
| **Declaration**  I declare that all answers given are true and correct to the best of my knowledge and belief. |
| Signature: Date: |

**Please note:**

Please attach copies of any estimates obtained or receipts already provided in relation to any losses incurred. The Authority does not commit to reimbursing these costs. Acceptance of this completed form for consideration should not be construed as an admission of liability on the part of Southend -on-Sea Borough Council. Compensation can only be paid where a legal liability has been established.

The information provided by you will be held and processed by Southend on Sea Borough Council in accordance with the Data Protection Act 1998. It will be used for its intended purpose but may also be used for internal statistical analysis as well as being processed and disclosed for the prevention or detection of crime, assessment of tax or where we have a legal obligation to do so.

We may also need to share your information with a third party such as a contractor. However, the Council requires any third parties to abide by the Data Protection Act 1998 when they process your data on our behalf and to follow our procedures or instructions. Your information will be held and disposed of in line with the Council's Document Retention and Disposal Guidance.

You are entitled to copies of any information that the Council holds about you. This can be obtained by making a request in writing by using a Subject Access Request form.

**Please return this form with photographs to:**

**Insurance & Risk Department,**

**Finance & Resources,**

**Support Services,**

**Civic Centre**

**Victoria Avenue Southend-on-Sea**

**Essex SS2 6ER**

**Or return by email to: insurance@southend.gov.uk**