

INCIDENT REPORT FORM

The issue of this form or the acceptance of it when completed cannot be taken as meaning that Charnwood Borough Council accepts any responsibility for the incident herein, or for the consequences of such.

Injured Person or Owner of Property Damaged

Title	
Initials	
Surname	
Property No\Name	
Street	
Town\Village	
County	
Postcode	
Contact Telephone Number	
Email Address:	

Particulars of Incident

Date	
Time (approx)	
State Precisely How the Incident Occurred	

The Location

Property No\Name	
Street	
Town\Village	
County	
Postcode	

Sketch – Please provide a sketch of the location

Please indicate exact site of the incident in relation to nearby landmarks such as a house, lamp-post or other conspicuous object	
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Do you have any photographs of the location or damage? If so, please forward	Yes		No	
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Have you reported this incident previously to the Council?	Yes		No	
If so, please advise the following (if known)				
Name of Officer/Service Area reported to				
Date Reported				

Details of Injuries

What injuries have your sustained?	
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Details of Damaged Property

What damage has been sustained?	
Amount Claimed	£

Any Further Observations

Observations	
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Witnesses

Name	
Address:	
Property No\Name	
Street	
Town\Village	
County	
Postcode	
Relationship to Claimant	

Please continue on a separate sheet if there are additional witnesses.

Declaration

I certify that the information I have given is true to the best of my knowledge and belief.

Name	
Signature	
Date	

We will only use personal information you send to us for the purposes for which you provide it. We will only hold your information for as long as necessary for these purposes and will not pass it to any other parties unless this is made clear to you. All employees who have access to your personal data or are associated with the handling of that data are obliged to respect the confidentiality of your personal data.

Please return the completed form to:

**Insurance Officer
Performance & Audit
Governance & Procurement Directorate
Charnwood Borough Council
Southfields
Loughborough, Leics. LE11 2TX**