

**Vehicle Accident Notification Form (Taxi Licensing)**

**1. Proprietor, Driver and Vehicle Details**

Name of Proprietor

Address of Proprietor

Name of Driver at time of accident

Driver badge number

Badge expiry date

Vehicle registration number

Plate number (Hackney/Private Hire)

Number of passengers in vehicle

## 2. Details of Accident

Date

Time

Place (location)

Brief description of the accident

Injuries sustained (if any)

Were the police informed?

Yes

No

Police report date

Police report time

Incident reference number

Extent of damage to vehicle

### **3. Vehicle Fitness and Next Steps**

Can you attach photos to show the full extent of the damage?	Yes	No
Do you believe the vehicle is fit to continue in service?	Yes	No
Will the damage be rectified in the next 28 days?	Yes	No
Are you able to present the vehicle for inspection?	Yes	No
Are you intending to obtain a replacement vehicle through a hire management company?	Yes	No

Where is the vehicle located at the moment?

### **4. Declaration and Signature**

I confirm that the above record is a true account of the accident and I have read the relevant provisions of the Tamworth Licensing Policy.

Signature (type full name)

Date

## **Policy – Accident damage and suspension**

The proprietor of a Hackney Carriage or Private Hire Vehicle, in the event that following an accident, he or she does not believe that the vehicle requires taking out of service / replacing, and who wishes to continue to use the vehicle as a licensed Hackney Carriage or Private Hire Vehicle shall make the vehicle available to the Authorised Officer, who will inspect the vehicle and decide whether the vehicle is fit to continue in service. If the Authorised Officer considers the damage to be such that the vehicle may continue in service until such time as a permanent repair is undertaken, these must be undertaken within 28 days of the damage occurring and a letter authorising the use of the vehicle for a maximum period of 28 days will be issued by the Authorised Officer and shall be retained within the vehicle during the permitted period.

If any damage is considered by the Authorised Officer to be extensive enough to affect the safety or general appearance of the vehicle, the vehicle licence will be suspended. The vehicle must be repaired before the plate is re-affixed and the suspension can be lifted and the vehicle can return to service. In the case of any dispute as to fitness for service the vehicle will be taken to the Council nominated testing station where a qualified mechanic will give a binding decision, which will be final. The owner will pay the fee for such examination.

Where a vehicle licence is suspended as a result of an accident; a garage test will be required to confirm that it is roadworthy, once any repairs have been completed. The driver is responsible for the cost of any additional garage tests. A vehicle fitness/garage test pass certificate will be required before the suspension can be lifted. Where a vehicle fails the garage test the proprietor will be given 28 days to rectify the failure items and submit the vehicle for a re-inspection. If the garage deems the vehicle to be non repairable, it fails the re-inspection or is not resubmitted within 28 days then the vehicle will not be eligible for a retest and any licence in place will lapse or will not be granted.

### **Replacement vehicle**

A hire management company can only licence a vehicle if the accident vehicle is not roadworthy and has been suspended by the licensing team or the vehicle is off the road due to the accident repair work being carried out (proof from the garage will be required). The application and all necessary documents must be in the name of the vehicle proprietor (Hire Management Company). The licence and plate will only be issued for a maximum period of 8 weeks. The vehicle licence will lapse once the vehicle is handed back to the Hire Management Company. All vehicles which are presented to the Council for licensing and all vehicles whilst licensed must comply with the vehicle specifications contained within the appendices. A replacement vehicle will only be issued on a like for like basis i.e., the number of seats.