



**Elmbridge**  
**Borough Council**  
*... bridging the communities ...*

Environmental Services  
Civic Centre, High Street  
Esher, Surrey KT10 9SD  
Telephone: 01372 474750  
Fax: 01372 474915  
DX: 36302 Esher  
Email: [envhealth@elmbridge.gov.uk](mailto:envhealth@elmbridge.gov.uk)  
Website: [www.elmbridge.gov.uk](http://www.elmbridge.gov.uk)

## **Accident Report Form**

### **GDPR Privacy notice**

#### **Who we are and what we do**

Elmbridge Borough Council is the 'Controller' of any personal data that you provide to us. We collect, process and store your personal data in relation to your application for a licence.

#### **What we need to process your application**

We require you to provide personal data including your name, address and contact details.

#### **Why we need it**

We use your personal and sensitive data to enable us to process your application. If you do not provide this information we cannot process your application.

#### **What we do with it**

We will store your personal data in our licensing database and it will be accessed by authorised Council employees. We will use your data to enable us to monitor compliance with your licence and to carry out our enforcement duties. We may share your personal data with the other public bodies and enforcement authorities for the purposes of investigation, to protect public funds and prevent and detect fraud. We may also share your personal data with insurance companies, the DVLA and the Council's medical advisor.

#### **How long we keep it**

If we do not grant your licence, we will retain your data for six years from the date of the final decision on your application. If we grant your licence, we will retain your data for the period of the licence and a further six years.

#### **What are your rights?**

Please refer to our corporate privacy policy at <http://www.elmbridge.gov.uk/privacy-notice/>



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## Hackney Carriage/Private Hire Accident Report Form

(Please complete in **BLOCK CAPITALS**)

PH/HC Vehicle Licence No.	
Vehicle Registration:	
Print Name:	
Your Home Address:	
Date of Accident:	
Details of Accident: (explain in your own words what happened)	
Who caused the accident?	
Were the Police involved?	Yes / No
If 'Yes' insert Police Case No':	
Was anyone injured? If 'Yes' please give details:	Yes / No
Were you carrying a passenger at the time of the accident?	Yes / No
Please state the nature of damage to the vehicle:	
Today's Date:	
Signature:	
<b>Official Use Only:</b>	
Has the vehicle been inspected by an officer?	Yes / No
Vehicle authorised to use or replacement vehicle required?	