



## Public Liability Claim Form

Read the guidelines for making a claim before you complete this form.

- The provision of this claim form is not an admission of liability on our part
- All questions must be fully answered in clear print or typed
- Please continue on a separate sheet of paper if necessary
- The driver of the vehicle at the time of incident must complete and sign this form
- If the driver is not the owner of the vehicle, the owner must sign the declaration on page 4

### 1. Type of Claim

- Motor Vehicle (complete sections 2, 3, 4, 5, 7, 8, 9 & 10)  
 Property Damage (complete sections 2, 3, 6, 7, 8, 9 & 10)  
 Personal Injury (complete sections 2, 3, 6, 7, 8, 9 & 10)  
 Other

If 'Other' please explain

### 2. Information about the incident

Date:  Time:   am /  pm Postcode:

Street:

Suburb/Town:  Nearest cross Street:

Landmark:  Road surface:

Lighting  Weather at the time of incident

Estimated speed of your vehicle at the time of the incident  Was the incident reported to Police  Yes  No

Did the police attend the scene of the incident?  Yes  No Event no:

Description of incident: (State fully and clearly what happened)


What do you think caused the incident:

Why do you think Council is liable for this incident


**\*Please attach map/diagram and/or photographs of the incident location. The exact location of the incident is required.**



### 3. Contact Details

Name:  Gender:  M  F

Postal Address:  Postcode:

Contact Number:  Email:

Do you agree for all correspondence to be sent to you via email?  Yes  No

If 'No' please provide preferred method of contact:

Did you consume any alcohol or drugs prior to the incident?  Yes  No

If yes, how much over what period?

**\*Please attach a copy of your drivers licence**

### 4. The vehicle

Registration No:

Make and model of vehicle  Year model:

Name of vehicle owner(s):

Does the vehicle have any modifications  Yes  No

If yes, please specify:

#### Claims for damaged wheel/tyres only

Is this vehicle fitted with non-standard wheels / tyres?  Yes  No

If yes, please advise the profile (size) of the wheels / tyres fitted to the vehicle:

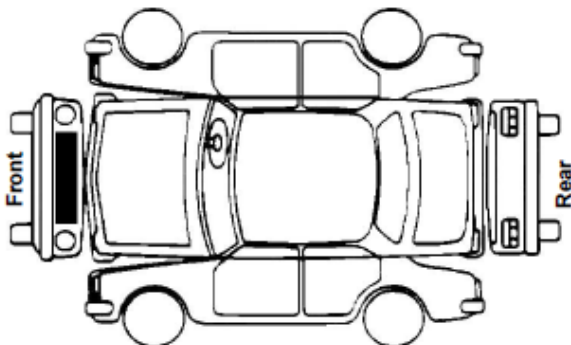
How many kilometres had the tyres travelled prior to the incident:

Advise the purchase date of the damaged tyres:

**\* Please attach a copy of the vehicle registration certificate**

### 5. Damage claimed as a result of the incident

Please indicate on the diagram the damage to your Vehicle      What parts of the vehicle were damaged?




Were any party of the vehicle damaged prior to this incident?  Yes  No



If yes, provide details:


**\* Please attach photographs of the damage to the vehicle**

## 6. Property Damage, Personal Injury and Other

Did you suffer any other property damage, personal injury or loss as a result of the incident?     Yes  No

If yes, please specify the type of damage, injury or loss:


**\* Please attach photographs of damaged property**

## 7. Insurance

Was the damaged property insured at the time of the incident?     Yes  No

Has the claim been made with the insurer?     Yes  No

If yes, please advise the name of the insurer and claim number:


**Note: If you have claimed under your insurance, you cannot also claim from Council. If the insurer considers Council to be liable for this incident, the insurer can attempt to recover the cost of the claim from Council on behalf of the insured.**

## 8. Witness

Did anyone witness the incident?     Yes  No

Contact Name:

Phone:     Email:

Address:

**Please attach a witness statement.**

**NOTE: Council will not contact the nominated witness should there be no statement attached. A decision will be made in the absence of such evidence.**

## 9. Claim Amount

Please specify the total amount you are claiming for:

1. Vehicle	<input type="text"/>
2. Other loss/damage	<input type="text"/>

**Please attach copies of documents supporting amounts claimed including:**

1. Two quotes or one tax invoice for repairs to the vehicle;
2. Quotes/invoices proving other costs incurred



## 10. Declaration/s

### The Claimant to sign:

I have read the 'Guidelines for making a claim' and understand that by providing information, Council is not admitting liability but merely gathering information to further consider the claim.

I declare that all the information provided in this form is true and correct and that no information relevant to this has, to my knowledge, been withheld or misrepresented.

Claimant Signature:  Date:

### If the owner of the vehicle was not the driver at the time of this incident, the owner to sign:

I / We declare that I / we gave our consent to the driver named in this form to drive my / our vehicle. The above information is, to the best of my knowledge and belief, true and correct and no information is being withheld or misrepresented.

Owner(s) signature:  Date:

Date:

### Privacy Notice

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.