

**HACKNEY CARRIAGE/PRIVATE HIRE
INCIDENT REPORT SHEET**

VEHICLE LICENCE HOLDER	DRIVER (if different)
NAME: ADDRESS:	NAME: ADDRESS:
Hackney Carriage/Private Hire Plate.No :	
Registration Number:	
Vehicle Make/Model/Colour:	
<u>INCIDENT DETAILS</u>	
Date, Time and Place of Incident:	
Other Vehicles Involved (Details - Registration Number etc.):	
Was anyone injured? (Please give details)	
Were the Police Involved?	
Details and Extent of Vehicle Damage:	
Where can the Vehicle be inspected?	
Vehicle to be Replaced/Repaired:	

<u>Office Use Only</u>	
Date Reported:	<u>Action Taken</u>
Report Taken By:	Issuing Officer:
Date of Next Test Appointment:	Suspension Notice / 7 Day Notice / Other
Test Appointment Cancelled YES/NO	Date Issued:
Test Required YES/NO	Date Lifted:
Plate Handed In YES/NO	Officer's Initials: