

**Environment – Licensing**  
 King's Court, Chapel Street, King's Lynn,  
 Norfolk, PE30 1EX  
 Tel: (01553) 616200

Borough Council of  
**King's Lynn &  
 West Norfolk**



**Accident & Vehicle Damage Notification Form**  
**Local Government (Miscellaneous Provisions) Act 1976 Section 50 (3) Notification**

**Note: This notification must be made by the vehicle licence holder/proprietor.**

**1. PERSON DRIVING THE VEHICLE**

Forename/s:		Surname:	
Address:			
(inc postcode)			
Telephone No:	Home:	Mobile:	
Date of Birth:		Sex (M/F):	

**2. THE VEHICLE**

Hackney Carriage or Private Hire?	
Licence Plate Number:	
Registration Number:	
Operator (if Private Hire):	

**3. THE ACCIDENT / INCIDENT CAUSING DAMAGE TO VEHICLE**

What was the location of the accident?	
What date did the accident take place?	
At what time?	
Who or what was the accident caused by?	
Is the vehicle considered unroadworthy and not being driven at this present time?	
*Please provide a description of how the accident happened: ..... ..... ..... ..... .....	

\*You will be asked to draw a diagram of the accident on the next page.

**4. SCENE OF THE ACCIDENT / INCIDENT**

Please draw a diagram of the scene of the accident. Indicate where your vehicle was, where the other vehicle or object was. Show traffic lights or other road signs and any other vehicles or objects that you remember.

**5. VEHICLE DAMAGE / HUMAN INJURY / DAMAGE TO PROPERTY**

Please give a full description of the damage to the vehicle and any injury incurred to the driver or other person/s:

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**6. WHO HAVE YOU INFORMED?**

The Police?		If so, give reference number	
Insurance Company?		If so, give claim number	
Operator?		If so, who did you inform?	

**In making this notification I confirm the information given is true to the best of my knowledge and I understand it is a criminal offence to provide false information. I also provide consent for an authorised officer of the Borough Council to contact any third party, including my insurance company regarding this accident**

Signed by vehicle licence holder:..... Date.....

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of Kings Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the licensing services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law, in this case the Local Government (Miscellaneous Provisions) Act 1976 / Town Police Clauses Act 1847.

Your data will be used for this specific purpose and may be passed to such third parties, including Council departments and other agencies where there is lawful authority to do so, including for the purposes of preventing or detecting fraud or other crimes.

Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system.

Your personal information will be kept for as long as you require a licence and for a period after the service is terminated. You can find more information about our retention policy on the [privacy notice](#) page which can be found at the following link <https://www.west-norfolk.gov.uk/privacy>. We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council's obligations may override these rights. If this is the case, you will be informed of this.

You can find more information about Data Protection and the Council's Data Protection Officer, on our [Data Protection](#) page which can be found at the following link <https://www.west-norfolk.gov.uk/dataprotection>

If you are unhappy with the way your personal information is being handled you can contact the [Independent Information Commissioner, website: https://ico.org.uk/](#).