

Title	MR / MRS / MISS /MS		
Name		Email:	
Address		Home Telephone No	
		Daytime Telephone No	
Postcode		Date of Birth	
Occupation		National Insurance No	

Please complete the following questions about the incident as fully as possible

1. Location (See also Question 12)

Road No: Road Name:

Town/Village:

2. Incident Date: Time:

3. WEATHER CONDITIONS prevailing at the time:

4. DESCRIBE EXACTLY the circumstances of the accident and in the case of a vehicular accident the direction of travel:

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5. Details of INJURY or DAMAGE suffered. If possible, indicate amount of claim and attach copies of estimates, accounts etc.

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6. If vehicle involved, state:

MAKE AND TYPE of vehicle:

REGISTRATION NUMBER:

INSURANCE POLICY NUMBER:

INSURANCE COMPANY:

7. NAME AND ADDRESS of any WITNESS

1.	2.	3.

8. IF YOU WERE INJURED, NAME AND ADDRESS OF MEDICAL PRACTITIONER WHO TREATED YOUR INJURY

NAME	ADDRESS	CONTACT TEL NO (if available)

9. Have the police any report of the incident YES/NO* *Delete as appropriate
If YES give number of officer and their station
10. Was the incident caused as a result of roadworks? YES/NO* *Delete as appropriate
If YES give name of Contractor or Statutory Undertaker if known.
11. Was the incident reported to Cumbria County Council YES/NO* Date :-
If YES please state date reported.

12. SKETCH PLAN

Please make a sketch showing the exact location of the incident. PLEASE USE LANDMARKS such as house names/numbers, lamp columns, trees, manhole covers, etc to assist identification. Any photographs available would assist. Maps can be attached separately.

PLEASE ENSURE PHOTOS SHOW THE LOCATION AND NOT JUST THE DEFECT.

13. Any relevant information

SIGNATURE

DATE

Print Name:

WHEN COMPLETED, RETURN FORM TO: Cumbria Highways, County Hall, Busher Walk, Kendal, LA9 4RQ or email with attachments to: betterhighways.southlakeland@cumbria.gov.uk.

PLEASE NOTE that this form is issued solely for the purpose of obtaining information to facilitate investigation and **SHOULD NOT** be taken as an admission of liability on the part of Cumbria County Council.
Cumbria County Council is under a duty to protect the public funds it administers. Information provided by any party relating to a possible claim against the County Council's insurance may be used to prevent and detect fraud.
Information may also be passed to the Police or any other organisation, which handles and/or protects public funds.

PERSONS WHO MAKE FRAUDULENT CLAIMS MAY BE LIABLE TO PROSECUTION - Those making genuine claims however have nothing to fear from this process.