

PLEASE ENSURE THAT YOU FORWARD CORRESPONDANCE YOU MAY REVEIVE FROM A THIRD PARTY, THE POLICE, A HOSPITAL, A SOLICITOR ETC. TO THE INSURED SHOWN BELOW WITHOUT DELAY.

**INSURED**

 Full Name: 

 Address: 
**DRIVER**

 Full Name: 

 Address: 

 Postcode: 

 Employer: 

 Occupation: 

 Licence:  
**VEHICLE**

 Rental Agreement Number: 

 Make & Model: 

 Registration: 

 What was the purpose of your journey: 
**ACCIDENT**

 Location: 

 Date:  Time: 

 Speed of your vehicle before the accident:  at impact: 

 Speed of other vehicle before the accident:  at impact: 

 Were lights displayed on your vehicle:  other vehicle: 

 Distance from near-side kerb your vehicle:  other vehicle: 

 Road width:  Road condition: 

 Speed limit:  Road signs: 

 Were you to blame:  Horn Sounded: 

 Damage to your vehicle: 

 Damage to other property: 

 Have you reported the accident to our 24/7 helpline 01962 674 876? 
**POLICE**

 Were the police in attendance:  Did you make a statement to the police: 

 Result of breathalyser test:  Has a notice of prosecution been given: 

 Reporting officer name & number: 

 Address of police force: 

**ENSURE YOU HAVE COMPLETED BOTH SIDES OF THIS FORM**

**DESCRIPTION OF ACCIDENT**

Make a sketch of the scene below. Show and registration number on each vehicle, the direction of travel, mark any signposts, road markings, skid marks, hazards and the location of witnesses:

Before	After
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**OTHER PARTIES INVOLVED**

Name			
Address			
Registration		Telephone	
Ins Policy Number		No of Passengers	
Damage			

Name			
Address			
Registration		Telephone	
Ins Policy Number		No of Passengers	
Damage			

**WITNESSES**

Name	Address	Telephone	Passenger
			Yes / No
			Yes / No
			Yes / No

Make sure that you:

- Complete this form as soon as possible and return it within 48 hours of the accident.
- Email the photographs taken at the scene to [info@alcovanhire.co.uk](mailto:info@alcovanhire.co.uk)
- Get all passengers in your vehicle to complete and return a witness form.

Forms are available from the rental location or you can download them from:

- [www.alcovanhire.co.uk/accidentform](http://www.alcovanhire.co.uk/accidentform)
- [www.alcovanhire.co.uk/witnessform](http://www.alcovanhire.co.uk/witnessform)

Insurers and their agents share information with each other to prevent fraudulent claims and to assess whether to offer insurance including the terms via the Claims and Underwriting Exchange register, operated by Insurance Database Services Ltd and via the Motor Insurance Anti-Fraud and Theft Register operated by the Association of British Insurers. The information you supply on this form, together with the information you have supplied on your Rental Agreement and other information relating to the claim, will be provided to all participants.

I confirm that the forgoing particulars are true to the best of my knowledge and belief.

Date:

Signature of Driver: