

# Public Liability Claim Form

TSC-GM-XXX



TEMORA  
*The Friendly Shire*

## TYPE OF CLAIM

Vehicle Damage       Other damage / loss       Both

**SENSITIVE: Contains personal information to be maintained with confidentiality**

- The provision of this claim form is not an admission of liability on councils part
- All questions must be fully answered in clear print or typed

## INCIDENT DETAILS

Date:		Time:	
Street:		Suburb / town:	
Lighting:		Weather:	
Location nearest cross-street or address:		Location GPS Coordinates:	
Vehicle speed at time of incident:		Police attendance to incident site:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Description of incident:			
What do you think is the cause of the incident?			
Why do you think Council is liable?			

*If possible, please provide a map / diagram / photos of the incident location*

## DRIVER DETAILS

Name:		Gender (on driver license):	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Postal address:				
Contact number:				
Email address:				
Had consumed any alcohol or drugs prior to the incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If yes, how much over what period?				

*Please provide a copy of your driver licence*

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VEHICLE DETAILS			
Registration:			
Make, model, year:			
Registered owner:			
Any modifications made to vehicle?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify:			
<i>Only complete the following if your claim involves damaged tyres</i>			
Fitted with non-standard wheels/tyres?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify the size of the wheels/tyres:			
Number of kilometres the tyres travelled prior to the incident:			
Purchase date of damaged tyres:			

*Please attach a copy of the vehicle registration certificate*

DAMAGE CLAIM	
What part/s of the vehicle were damaged?	
Please indicate on the provided image the location of damage	
Were there any damages to the vehicle prior the incident?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please specify:	
Other resulting damages or losses incurred:	

*Please provide photos of the damages to the vehicle / other*

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INSURANCE DETAILS		
Was the property damaged insured at time of incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, value the property or vehicle is insured for?	\$	
Has a claim been made with the insurer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state the name of the insurer and claim number:		

VALUE OF CLAIM	
Vehicle damage:	\$
Other damage:	\$

*Supporting documents must be attached (quotes, invoices, etc.)*

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

<b>Signature:</b>		<b>Date:</b>	/	/
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In requesting the information in this form, Temora Shire Council (TSC) is obtaining evidence to enable it to investigate the claim and is not making any admission or acceptance of liability.

**Submission of this form can be made:**

**In person:** Hand delivering the completed form to council's office at 105 Loftus Street, Temora.

**Mail:** PO Box 262 Temora, NSW 2666

**Email:** temshire@temora.nsw.gov.au

**Investigation and determination by Temora Shire Council.**

- Upon receipt of the completed claim form Temora Shire Council will undertake an investigation.
- When the investigation is completed council or our insurer will notify you of the decision in writing by either email or letter.
- The investigation time can take several weeks, depending upon the individual circumstances, facts and complexities of your claim.
- You may also be required to provide a signed statutory declaration outlining the allegations made against Council which must be submitted upon request for the claim to proceed.
- In processing your claim, Council will assess the reasonableness of the claim and may during this process refer your claim to council's insurer or seek legal advice for determination.
- Council's decision may be based on the relevant provisions of the Civil Liability Act 2002 (NSW), specifically sections 42 and 45 of that Act.