

ACCIDENT SCENE FORM: complete this at the incident

(As soon as it is safe to do so)

STEP 1 Complete ALL these details:

The other driver/s

Name & surname _____
Phone number _____
Email address _____
ID number _____

The owner of the vehicle/s (if the driver is not the owner)

Name & surname _____
Phone number _____
Email address _____
ID number _____

The vehicle/s

Make _____
Model _____
Colour _____
Registration no. _____

The location

Physical address _____

Distinguishing landmarks _____

Date _____
Time _____

Visibility conditions (rain, fog, smoke, etc.) _____

Road surface conditions (wet, oil spills, potholes, etc.) _____

List any animals (dog, cow, etc.) or inanimate objects (streetpole, etc.) involved _____

If there are witnesses, make a note of their details

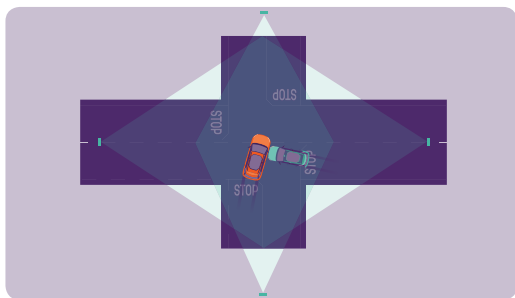
Name & surname _____
Phone number _____
Email address _____
ID number _____

NB If the incident involves a horsebox or trailer, provide the same info for them. If the incident involves an unattended vehicle (or other property), leave your contact details on the vehicle so the owner/driver can reach you.

STEP 2

Take clear photographs of the incident.

Up to 4 images: cover the angles



Sketch the accident scene here _____

STEP 3

Call roadside assistance services if your vehicle is not driveable.

Note: your insurer will only pay the full towing cost if you use their authorised roadside assistance provider. If you are unsure, call your broker to check first.

STEP 4

File an accident report with the police within 24 hours.

This is important, as you will need a reference number from the police to lodge your insurance claim.

STEP 5

Any other relevant information. _____

