

- The provision of this claim form is not an admission of liability on our part
- All questions must be fully answered in clear print or typed
- Please continue on a separate sheet of paper if necessary
- The driver of the vehicle at the time of incident (or the claimant if non vehicle related) must complete and sign this form
- If the driver is not the owner of the vehicle, the owner must sign the declaration on page 3

1. Type of claim

- Vehicle (complete sections 2, 3, 4, 5, 7, 8, 9 and 10) Other damage / loss (complete sections 2, 3, 6, 7, 8, 9 and 10) Both vehicle and other damage / loss (complete **all** sections)

2. Information about the Incident

Date: _____ Time: _____ am / pm Postcode of accident: _____

Street: _____

Suburb / town: _____ Nearest cross street: _____

Landmark: _____ Road surface: _____

Lighting: _____ Weather at time of the accident: _____

Estimated speed of your vehicle at the time: _____ Was the incident reported to police? Yes No

Did the police attend the scene of the incident? Yes No Event number: _____

Description of incident: *(state fully and clearly what happened)*

What do you think caused the incident: _____

Why do you think Transport for NSW is liable for this incident: _____

Please attach a map / diagram and/or photographs of the incident location

3. The vehicle driver (related to the incident). Or Claimant details (for non vehicle related incidents)

Name of driver: _____ Driver gender: M F

Postal address: _____ Postcode: _____

Daytime contact number: _____ Email address: _____

Did you consume any alcohol or take drugs prior to the incident? Yes No

If yes, how much over what period? _____

Please attach a copy of your driver licence

4. The vehicle

Registration:

Make and Model of vehicle:

Year model:

Name of vehicle owner(s):

Does this vehicle have any modifications? Yes No

If yes, please specify:
.....

Claims for damaged wheel/tyres only

Is this vehicle fitted with non-standard wheels/tyres? Yes No

If yes, please advise the profile (size) of the wheels/tyres fitted to the vehicle :

How many kilometres had the tyres travelled prior to the incident:

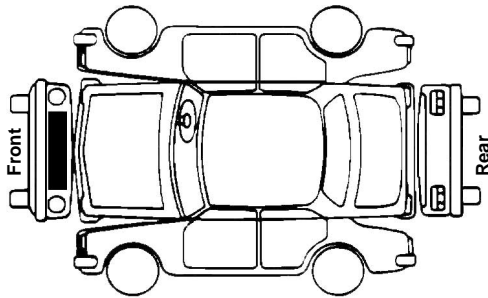
Advise the purchase date of the damaged tyres:

Please attach a copy of the vehicle registration certificate

5. Damage claimed as a result of the incident

Please indicate on the diagram the damage to your vehicle:

What parts of the vehicle were damaged?



.....
.....
.....
.....
.....
.....

Were any parts of the vehicle damaged prior to this incident? Yes No

If yes, provide details:
.....

Please attach photographs of the damage to the vehicle

6. Other damage / loss

Did you suffer any other damage or loss as a result of the incident? Yes No

If yes, please specify the type of loss or damage:
.....

Please attach photographs of damaged property

7. Insurance

Was the damaged property insured at the time of the incident? Yes No

Has the claim been made with the insurer? Yes No

If yes, please advise the name of the insurer and claim number:

Note: if you have claimed under your insurance, you cannot also claim from Transport for New South Wales (TfNSW). If the insurer considers TfNSW to be liable for this incident, the insurer can attempt to recover the cost of the claim from TfNSW on behalf of the insured.

8. Claim amount

Please specify the total amount you are claiming for: 1. Vehicle damage:

2. Other loss/damage:

Please attach copies of documents supporting amounts claimed including:

1. Two quotes or one tax invoice for repairs to the vehicle;
2. Quotes/invoices proving other costs incurred

9. Declaration

The driver of the vehicle to sign (if vehicle related incident) , or the claimant to sign (for non vehicle related) :

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

Driver signature: Date:

If the owner of the vehicle was not the driver at the time of this incident, the owner to sign:

I/We declare that I/we gave our consent to the driver named in this form to drive my/our vehicle. The above information is, to the best of my knowledge and belief, true and correct and no information is being withheld or misrepresented.

Owner(s) signature: Date:

..... Date:

10. Submission check list

All parts of the form completed

Copies of all required documents attached:

Map / diagram of incident location

Photographs of incident location (*if available*)

Driver licence

Registration certificate

Photographs of damage to vehicle

Photographs of other damaged property (*if applicable*)

Two quotes **or** one tax invoice for repairs to vehicle

Quotes/invoices proving other costs incurred

Please return completed form to:

Liability Claims Services,
PO Box 6464,
Silverwater NSW 1811

roads-waterways.transport.nsw.gov.au | T 02 9189 9892 | E public.liability@transport.nsw.gov.au

Retain this information sheet and submit pages 1 - 3 only

In requesting the information in this form, Transport for New South Wales (TfNSW) is obtaining evidence to enable it to investigate the claim and is not making any admission as to liability.

- You are only required to submit documents or information in support of your claim that has not previously been provided.

- Claim documents can be sent by:

Mail: Liability Claims Services
PO Box 6464
Silverwater NSW 1811

Phone: (02) 9189 9892

Email: public.liability@transport.nsw.gov.au

- Shortly after submitting your claim documents you will receive a letter from TfNSW acknowledging the claim and/or requesting any further information required by TfNSW to investigate and/or assess your claim.

Investigation by Transport for New South Wales (TfNSW)

- Upon receipt of the completed claim form TfNSW will undertake an investigation.
- The standard investigation time is a period of four to six weeks. This will however depend upon the circumstances and complexities of your claim.
- You may also be required to provide a signed statutory declaration outlining the allegations made against TfNSW.
- In processing your claim, TfNSW will assess the reasonableness of the claim and may appoint a Loss Assessor. If this is required we will contact you to make the necessary arrangements.

Referral of your claim

- Your claim may need to be referred to a contractor, local council or another section within TfNSW for further handling.
- If your claim is referred outside TfNSW, we will advise you in writing as soon as possible and provide you with the relevant contact details.

Determination by Transport for New South Wales (TfNSW)

- When the investigation is completed TfNSW will notify you of its decision in writing.
- Each claim is investigated and determined based on its individual facts and circumstances.
- TfNSW decision may be based on the relevant provisions of the Civil Liability Act 2002 (NSW), specifically sections 42 and 45 of that Act.
- Other factors or legal issues may also be relevant to your claim and we will advise you of these in writing when the investigation is completed.
- If:
 - (i) You dispute a decision made by TfNSW, you can request a re-investigation by providing written reasons outlining why you dispute the decision.
 - (ii) TfNSW is prepared to accept your claim, we will send you a Deed of Release which needs to be signed in the presence of a witness and returned to TfNSW, following which payment will be arranged. Any payment will be made to the owner of the damaged property.