

**Swindon Borough Council
Incident Questionnaire for Members of the Public
Property**



Warning – Fraud

A fraudulent claim will result in the loss of all compensation and may lead to the institution of criminal proceedings. Insurers pass information to the Claims and Underwriting Exchange Register, run by Insurance Database Services Ltd (IDS Ltd). The aim is to help us to check information provided and also to prevent fraudulent claims. When you tell us about an incident (such as fire, water damage or theft) which may or may not give rise to a claim, we will pass information relating to it to the register).

Please complete in Black Ink only

Full Name: Mr/Mrs/Miss/Ms.....

Address:

.....

Post Code: Telephone Number:

Age: Occupation:

Employment Status: F-Time/P-Time Employee/Self Employed

National Insurance Number:

Date of Incident: Time:am/pm

Date first reported: To Whom:

How first reported: Telephone/Letter/Other

Please detail as clearly as possible the incident and how it occurred:

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Witnesses: (Please enclose any supporting statements)

Name:

Address:

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Reason you consider the Council to be at fault:

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ITEMS DAMAGED IN THE INCIDENT

Contents: Please forward a copy of the original receipt or paid invoice for the item that has been damaged. If you do not have the receipt we will need to see two estimates for the repair or replacement of any damaged item.

Building Repairs: We will need to see two estimates for the repair works or a copy of the paid invoice if repairs have been completed.

Description of item	When and where purchased	Price Paid

No compensation can be paid unless we have copies of estimates/receipts. Please note compensation if offered is not on a new for old basis.

Is the item insured another insurance policy? Yes/No

If Yes, give details:

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Have you suffered an incident of this nature previously? Yes/No

If Yes, please give details:

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Any other supporting information, which may be of use to us in assessing your claim:

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I declare that all answers are true and correct.

Signed:

Date:

Upon completion please return to:
Swindon Borough Council
Insurance Section
Civic Offices
Euclid Street
Swindon
SN1 2JH