

Road Defect Incident Reporting Form



Thank you for reporting an incident and/or claim to Blue Mountains City Council. Council will undertake a comprehensive investigation and resolve this matter, as soon as possible.

If you are making a claim for loss or damage allegedly arising from an incident, you are required to complete this form and provide Council with specific information to allow a proper assessment of this claim.

Completing and submitting this form is not an indication that Council will pay compensation for loss, damage or injury suffered. Please provide the following evidence in support of your claim, but not limited to:

Your name

Your home address

Daytime contact telephone and email address

Description of how the incident occurred

Date and time of incident

Exact location where incident occurred including photograph of the defect

Explanation as to why you believe Council's negligence was the cause of the incident

Name and contact details of any eyewitnesses

Description of loss including photographs

Provide a copy of registration certificate and drivers licence as proof of ownership and identity

Amount claimed including receipts or minimum of two quotes

By completing this form, you will be providing 'personal information' as defined under the Information Privacy Act 2000. Blue Mountains City Council is collecting personal information for the purposes of assessing your claim against the Council. The information will only be used for the purposes it was collected and will not be disclosed to any organisation other than Council's insurer or its representatives unless required by law.

Declaration

I do solemnly and sincerely declare that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties for perjury.

Signed:

Date:

Email this claim form to: council@bmcc.nsw.gov.au

Or send to:

**The Chief Executive Officer
Blue Mountains City Council
Locked Bag 1005
Katoomba NSW 2780**