

# STOCKTON ON TEES BOROUGH COUNCIL

## NOTICE OF CLAIM

**Insurance fraud is a crime and liable to prosecution.**

**Stockton on Tees Borough Council is committed to protecting the public funds it handles and, in order to prevent and detect fraud, it may share information relating to claims with other organisations and public bodies. The deliberate provision of false or misleading information will always be reported to the Police for investigation and action will be taken to recover costs.**

This form is issued to allow the Council to fully investigate your claim and does not imply any admission of liability, nor that any payment will be made in respect of the claim. Please give full and precise information relating to your claim as this will help to minimise any delays which could arise in resolving this matter.

An acknowledgement of your claim will be issued within twenty one days of receipt in accordance with the Personal Injury Pre-Action Protocol. A further period of 90 days is then provided by the protocol to allow the Council and its insurers to complete its investigations into your claim. A decision on your claim may therefore take up to four months to be notified to you.

### **CLAIMANT**

Full Name:	Address:
Date of Birth :	
Occupation:	
Employer:	Employers Address:
National Insurance No:	Employee No/Clock No:

### **PARTICULARS OF INCIDENT**

Date of Incident:	Time of Incident:
Exact Location of Incident:	
Explanation of how Incident Occurred:	
Why do you think the Council is at fault?	
Details of Injuries:	

If injury resulted in time off work, please give dates of absence:		
Were there any Witnesses? Yes/No If Yes please complete section below for each witness		
Name:	Name:	Name:
Address:	Address:	Address:

**DETAILS OF LOSS OR DAMAGE**

Description of Damaged Article(s):
Date of Purchase:
Original Cost (please supply receipts where available):
Cost of Repair or Replacement:
Is the item available for inspection?

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please return form to:

Stockton on Tees Borough Council  
Resources  
**Risk Management & Insurance Section**  
PO Box 10  
Kingsway House  
West Precinct  
Billingham  
TS23 2YS.