

INCIDENT REPORT – LETTER OF DEMAND



To >> Insurance Officer
Townsville City Council
PO Box 1268
TOWNSVILLE QLD 4810

Email >> enquiries@townsville.qld.gov.au

Name >> _____ Email >> _____

Postal Address >> _____ Phone >> _____

If insufficient room to answer any question attach extra page(s) >>

DESCRIPTION OF INCIDENT/OCCURRENCE >> _____

Date of incident >> _____ Time >> _____

Was this reported to a staff member on site >> ☐ Yes ☐ No

Name of staff member this incident was reported to >> _____

Name(s) of witnesses and contact details (postal and phone please)

SPECIFIC LOCATION OF INCIDENT/OCCURRENCE >> _____

*** You must include a marked map to pinpoint the location of the incident**

Location >> ☐ Dam ☐ Reserve ☐ Road ☐ Footpath ☐ Bldg

CONDITIONS >>

Weather >> ☐ Wet ☐ Dry ☐ Sunny ☐ Overcast ☐ Other

Lighting >> ☐ None ☐ Artificial ☐ Not working

Contributing >> ☐ Uneven ground ☐ Pavement ☐ Hole ☐ Tree ☐ Other

Comments >> _____

Property damage >> ☐ Yes ☐ No Estimated Cost \$ _____

Details of Damage >> _____

Attached 2 “like for like” quotes >> ☐ Yes ☐ No **This information is mandatory upon submission.*

Personal Injuries sustained >> ☐ Yes ☐ No Estimated Cost \$ _____

Details of injuries sustained >> _____

Attached invoices for out-of-pocket expenses & evidence of attendance to a medical professional

>> ☐ Yes ☐ No **This information is mandatory upon submission.*

Photographs of damage/injuries >> ☐ Yes ☐ No **This information is mandatory upon submission.*

Signature >> _____ Date >> _____

*** Your claim will not be processed until all the above requested information is received**

Townsville City Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which Council manages personal information is governed by the *Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with *Insurance Act 1973* so that we can investigate and assess your insurance claim. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. However, in performing the above functions, we may need to disclose your personal information to the Council Insurer and their contacts. For further information about how we manage your personal information please see our [Information Privacy Policy](#).