

	PUBLIC INJURY AND/OR DAMAGE REPORT FORM	Office Use Only
	City of Prospect PO Box 171 PROSPECT SA 5082 - 128 Prospect Road PROSPECT SA 5082 Phone: 08 8269 5355 Fax: 08 8269 5834 Email: admin@prospect.sa.gov.au	Received Date:
		Report No:
		Report TRIM No:
		Received By:
<i>This Form should be used for reporting public injury or damage/loss of their property.</i>		

Thank you for seeking to report an incident/damage to City of Prospect. Please be assured that the circumstances surrounding its occurrence will be fully investigated by Council.

Should you wish to make a claim against Council for loss or damage allegedly arising from an incident, please complete this report form. Additional information (i.e. photographs) can be included.

Upon the receipt of a claim and initial investigation will be completed.

The information gathered and any associated findings will be forwarded to City of Prospect's insurer for their claim determination. Please be advised that it may take up to 14 working days to complete an investigation.

Your Name:
Your Residential Address:
Suburb: Postcode:
Your Daytime Contact Telephone Number(s):
Your Mobile Number:
Date Of Incident/Damage:
Time Of Incident/Damage:
Details of how and when the incident was reported to City of Prospect:
Please provide an exact description of where the incident/damage occurred (e.g. adjacent to):

A description of the loss/damage caused and/or injuries suffered (include photographs, if available):	
Description of how the incident/damage occurred (e.g. tripped and fell on footpath, vehicle tyre made contact with road object):	
Please provide an explanation why you believe Council's negligence was the cause of the incident/damage:	
The name and address of any witness(es) to the incident (if available):	
Witness 1	Name: _____ Address: _____
Witness 2	Name: _____ Address: _____
Witness 3	Name: _____ Address: _____
<i>Should you believe you might benefit from home assistance, please contact City of Prospect to verify your eligibility.</i>	

In completing this form, you will be providing personal information which will be used in accordance with Privacy Principles. City of Prospect is collecting personal information for the purpose of assessing your report. The collected information will only be used for management of the claim. Access may be granted to Council's insurer, loss adjuster or other associated with claim management.

Print Name _____ **Signature** _____ **Date** ____/____/____

Signature Witness:

Print Name _____ **Signature** _____ **Date** ____/____/____