Public Liability Insurance Claim Form

Herefordshire Council has appointed Balfour Beatty Living Places as its Highway Service Partner. The Partnership started on the 3rd September 2013 for 10 years and is responsible for managing the highways activities including highways third party claims on behalf of the city council.

Notes for Guidance

- Please complete this form using black ink and block capitals. Any additional information may be provided on a separate sheet of paper.

- A decision on your claim may be delayed if all questions have not been answered. The information provided should be based on fact and be as complete as possible.

- This form is issued solely for the purpose of obtaining information to facilitate investigation and should not be taken as an admission of liability. Your claim will be assessed by Balfour Beatty Living Places or its appointed claims handlers / legal representatives (on behalf of Herefordshire Council) and a decision reached on legal liability. For a claim to be successful negligence must be proven.

- Unless further information is required, communication (including acknowledgement of receipt of this completed form) will generally be made in writing.

- All damaged property must be retained for inspection.

Data Protection and Anti Fraud Statement

All information given by you, or otherwise obtained by the Council or its Highway Service Partner in connection with your claim, will be held by us in accordance with the Data Protection Act 1998 (the ‘Act’). Herefordshire Council’s nominated representative for the purposes of the Act is Claire Ward, Solicitor to the Council, Herefordshire Council, The Shire Hall, St Peter’s Square, Hereford, HR1 2HX.

Herefordshire Council is under a duty to protect the public funds it administers and, to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

In addition, in considering your claim insurers will check your details with fraud prevention agencies and databases. Insurers can supply, on request, further details of the fraud prevention agencies and databases that they access or contribute to.