



At the scene checklist

In the event of a motor vehicle accident, here is the information you need to collect.



The most important information you need to collect is the registration of the vehicle. Call 000 if anyone has been injured.

Details of the accident

Date:

Time:

Location:

Other party's details (i.e. the other driver/s or pedestrian involved)

Name:

Phone number:

Address:

Vehicle registration, make and model (if applicable):

Their insurer:

What if I'm too injured to get details?

If you are too injured to gather details at the scene, someone else may have done so for you.

These people could include:

- 1. Witnesses** – If the accident happened near a shop/cafe/restaurant/someone's house, you may be able to speak with witnesses to gather the details you need or request CCTV footage.
- 2. Emergency Services** – If the police/paramedics were called to the scene, they may have gathered information for you. Contact them when you feel up to it.

Take photos from multiple points of view

Include photos of:

- the entire scene
- impact from several angles
- traffic signs and light in relation to the accident
- skid marks
- any public or private property that was damaged
- broken glass or damage to your vehicle

Contact details of witnesses

Witness' name:

Witness' phone number:

Witness' involvement (i.e. pedestrian/driver, etc):

Contact Police

This is needed if:

- somebody was injured or killed,
- a vehicle was towed, or
- the estimated damages are \$3000 or more
- You should also report the incident to Police if details were not exchanged. If Police attend, ask for the report number, the name of the officer and their station.

Contact your Insurer

Injuries resulting in financial loss? Seek legal advice

