

CONTACT		
Name:	Phone:	Email:
Address:	City:	Postal Code:
INCIDENT DETAILS		
Location where incident occurred (Include the exact address, cross-streets, direction you were travelling (north, south/east/west) and, if applicable, whether you were travelling on the inner or outer lane):		
Date of Incident:		
Time of Incident:		
Description of Incident (attach photographs and any other supporting information of the incident):		
Were there any witnesses? If yes, provide witness contact information:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was there construction work or building work at the Incident Location? If yes, provide name of contractor or building name:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did any emergency personnel attend such as paramedics, police, or fire? If yes, provide file No:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
OTHER INFORMATION		
Have you previously informed the District of Kent of this incident? If yes, please provide the name of the District of Kent staff you spoke with:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
State why you feel the district is liable for your injury or damage:		
As a result of the incident, what injuries or damages have you suffered (include pictures of the damage)?		
Amount of Claim (attach supporting documentation): \$		
Have you claimed, or will you be claiming, any compensation from an insurance provider? If yes, provide the contact information of your insurance provider and file no.:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
IMPORTANT		
I confirm that I am over 19 years of age and am the owner of the property or vehicle damaged. I understand that:		
<ul style="list-style-type: none"> As per section 736 of the Local Government Act, RSBC 2015 c.1, notice must be delivered to the district in writing within two (2) months from the date on which the damage was sustained. There may be other limitation periods that apply to the claim. The written notice must set out the time, place, and manner the damage was sustained. District's receipt of this notice does not constitute acceptance of liability for damages or loss sustained. I acknowledge the district is not prevented by receipt of this notice from arguing the notice's inadequacy; and The information contained herein does not take the place of legal advice. 		
Print Name:	Date:	
Signature:		