

Claim notification form (Form RTA1)

Low value personal injury claims in
road traffic accidents (£1,000 - £10,000)

Before filling in this form you are encouraged to seek independent legal advice.

Date sent

 / /

Items marked with (*) are optional and the claimant must make a reasonable attempt to complete those boxes. All other boxes on the form are mandatory and must be completed before being sent.

Are you a litigant in person? Yes No

If you are the litigant in person please put your details in the claimant's representative section.

Claimant's representative - contact details

Name

Address

Postcode

Contact name

Telephone number

E-mail address

Reference number

Defendant's details

Defendant's name

Defendant's address*

Postcode

Defendant's vehicle registration number

Policy number reference

Insurer name

Referral source*

Please state the source from which this claim was referred

Section B — Injury and medical details

- 1.5 Did the claimant attend hospital as a result of the accident? Yes No

If Yes, please provide details of the hospital(s) attended

- If hospital was attended, was the claimant detained overnight? Yes No

If Yes, how many days were they detained?

Section C — Rehabilitation

- 2.1 Has a medical professional recommended the claimant should undertake any rehabilitation such as physiotherapy? Yes No Medical professional not seen

If Yes, please provide brief details of the rehabilitation treatment recommended and any treatment provided including name of provider

- 2.2 Are you aware of any rehabilitation needs that the claimant has arising out of the accident? Yes No

If Yes, please provide full details

Section D — Vehicle damage

3.1 Is the claimant claiming damage to their own vehicle? Yes No If No, please go to Section F

3.2 Details of the insurance cover held for the vehicle?

Comprehensive

Third party fire and theft

Third party only

Other (please specify)

3.3 Is the claim for vehicle damage proceeding through the claimant's insurer?

Yes No

If No, is the claim for vehicle damage proceeding through an alternative company?

Yes No

If the claim is proceeding through an alternative company, please provide full details, if known*

3.4 Is the vehicle a total loss or likely to be?

Yes No Not known

If No, what is the current position with the repairs?

Complete

Authorised

Not yet authorised

Not known

3.5 Do you require the defendant's insurer to organise the repairs and/or inspection of the vehicle?

Yes No

If Yes, please provide contact details and where the vehicle is located

Section E — Alternative vehicle provision

(If the claimant has been provided a vehicle by their insurer, please go to Section F)

4.1 Does the claimant require the use of an alternative vehicle? Yes No

4.2 Has the claimant been provided with the use of an alternative vehicle? Yes No

If Yes, is the hire need still on going? Yes No

4.3 If a vehicle has been provided, please give the following details:

Name of provider

Address of provider

Reference

Start date

 / /

End date

 / /

Vehicle registration number*

Make*

Model*

Engine size (cc)*

4.4 Do you require the defendant's insurer to provide your client with an alternative vehicle? Yes No

If Yes, please provide the following details:

What type of vehicle is required?

Contact name and telephone number

Section F — Accident details

5.1 At the time of the accident the claimant was

- The driver
- The owner of the vehicle but not driving
- A passenger in or on a vehicle owned by someone else
- A pedestrian
- A cyclist
- A motorcyclist
- Other (please specify)

5.2 If the claimant was the driver or passenger, how many occupants were in the claimant's vehicle?

5.3 If the claimant was the driver or a passenger, was the claimant wearing a seatbelt?

- Yes No Seatbelt not supplied

5.4 If the claimant was a passenger please provide the details of the driver and the owner of the vehicle in which the claimant was a passenger unless the driver is the defendant:

Driver's name*

Address*

Postcode

If owner not the driver, owner's name*

Make and model of vehicle*

Vehicle registration number*

Insurance company name*

Address*

Postcode

Policy number*

Section G — Accident time, location and description

6.1 Estimated time of accident (24 hour clock)

6.2 Where did the accident happen?

6.3 Weather and road conditions

Weather conditions

Sun Rain Snow Ice Fog

Other (*please specify*)

Road conditions

Dry Wet Snow Ice

Mud Oil Other (*please specify*)

6.4 Please select the most accurate description of the accident circumstances from the list opposite

- Claimant vehicle hit by party emerging from side road
- Claimant vehicle hit in the rear
- Claimant vehicle hit whilst parked
- Accident in a car park
- Accident on a roundabout
- Accident involving vehicles changing lanes
- Concertina Collision
- Other

this section continues over the page ⇨

Section G — Accident time, location and description (continued)

- 6.5 Please give a brief description of the accident, including approximate speeds of all vehicles and details of the areas of vehicle damage

- 6.6 Was the incident reported to the police? Yes No Not known

If Yes, please provide the following, if known:

Name and address of police station*

Name of Reporting Officer*

Reference number*

Section J — Accidents involving a bus or a coach

9.1 Where the accident involved a bus or a coach, please complete the following:

Driver name and ID number*

Description of the driver*

Description of vehicle, including route number and direction of travel, type, colour and markings of vehicle

Approximate number of passengers on the bus/coach*

9.2 Is evidence of travel available?

Yes No

If No, please state why not

Section K — Liability

10.1 Why does the claimant believe that the defendant was responsible for the incident?

10.2 If the claimant believes that another party noted in Section I could bear some responsibility, please confirm which*

Section L — Funding

- 11.1** Has the claimant undertaken a funding arrangement within the meaning of CPR rule 43.2(1)(k)? Yes No

If Yes, please tick the following boxes that apply

- The claimant has entered into a conditional fee agreement in relation to this claim, which provides for a success fee within the meaning of section 58(2) of the Courts and Legal Services Act 1990

Date conditional fee arrangement was entered into / /

- The claimant has taken out an insurance policy to which section 29 of the Access to Justice Act 1999 applies.

Name of insurance company

Address of insurance company

Policy number

Policy date

 / /

Level of cover

Are the insurance premiums staged? Yes No

If Yes, at which point is an increased premium payable?

- The claimant has an agreement with a membership organisation to meet their legal costs.

Name of organisation

Date of agreement

 / /

- Other, please give details

For MIB Claims only

- 11.2** The claimant would like their claim to be considered for free legal expenses insurance Yes No

Section M — Other relevant information*

Section N — Statement of truth

Your personal information will only be disclosed to third parties, where we are obliged or permitted to do so. This includes use for the purpose of claims administration as well as disclosure to third-party managed databases used to help prevent fraud, and to regulatory bodies for the purposes of monitoring and/or enforcing our compliance with any regulatory rules/codes.

Where the claimant is a child the signature below will be by the child's parent or guardian or by the legal representative authorised by them.

- I am the claimant's solicitor. The claimant believes that the facts stated in this claim form are true. I am duly authorised by the claimant to sign this statement.
- I am the claimant. I believe that the facts stated in this claim form are true.

Signed

Date

[] [] / [] [] / [] [] [] []

Position or office held

(if signed on behalf of firm or company)

- I have retained a signed copy of this form including the statement of truth.