

# Claim for Compensation

Read the guidelines for [making a claim](#) before you complete this form.

## 1. Type of Compensation Sought

Please select  
the compensation  
being sought:

- |                 |                          |
|-----------------|--------------------------|
| Property Damage | <input type="checkbox"/> |
| Personal Injury | <input type="checkbox"/> |
| Motor Vehicle   | <input type="checkbox"/> |
| Other           | <input type="checkbox"/> |

If 'Other'  
please explain:

## 2. Your Contact Details

Title: Mr  Mrs  Ms  Miss

First Name:

Last Name:

Email:

Phone:

Address:

City / Suburb:

State:

Postcode:

Correspondence: Do you agree for all correspondence to be sent to you via email?

Yes

No

If 'No' please  
provide preferred  
method of  
contact:

## 3. Date and Time of Incident

Date and Time  
of Incident

#### 4. Location of Incident

Address

City / Suburb:

State:

Postcode:

Exact location of incident

Please provide nearest cross street

#### 5. Incident Details

Incident details:

Contact Council:

Did you contact Council staff at the time of the incident?

Yes

No

If Yes:

Please provide name of Council officer plus any other relevant details

#### 6. Compensation Sought

Please provide details of the type of compensation sought.

For property/vehicle damage claims, please attach any supporting documentation to substantiate your loss.

Please also note that the request of this information should not be seen as an automatic acceptance of liability. All claims are assessed based on their merit and any payments made will come from Council funds.

## 7. Insurance details

Have you claimed against your insurer?

Yes

No

Claim / Policy  
Number:

Insurance  
Provider:

Contact name:

Phone:

## 8. Witness

**Please attach a witness statement. NOTE: Council will not contact the nominated witness should there be no statement attached. A decision will be made in the absence of such evidence**

Did anyone witness the incident?

Yes

No

Contact name:

Phone:

Email:

Address:

City / Suburb:

State:

Postcode:

## 9. Evidence

In order to progress your claim for compensation you will be required to establish that Council caused the alleged loss and/or damage through some form of negligence. In any public liability claim, the burden of providing proof of negligence rests with you as the person seeking compensation. Council cannot assist you in this.

If your claim for compensation is for a tree or pothole related matter, please refer to the tree or pothole evidence page on the website for the required information.

Please explain  
any evidence  
you are supplying:

Is the evidence referenced attached to this form?

Yes

No

## 10. Photographs

One of the most effective ways to avoid confusion about the circumstances surrounding your claim for compensation is through the use of photographs. Council uses photographs to be sure that it is investigating the correct issues. Please ensure that you only take photographs if it is safe to do so.

You are requested to provide a variety of shots and angles to clearly show the situation that supports your claim for compensation. Your photographs need to show the following (where applicable):

- The area of property that has sustained damage
- A clearly marked area where the incident occurred

## 11. Authority for an Agent to Act

Do you wish for a third party to act on your behalf in this claim?

Yes

No

Name:

Address:

City / Suburb:

State:

Postcode:

Email:

Contact number:

Signature:

Date:

## 12. Privacy Disclaimer

The purpose of collection of this information is for assessment of your claim by Council's Claims Management Firm, Echelon Claims Services. Provision of this information is voluntary but is required to assess your claim. You are entitled to have access to this form to correct or amend it after you have given it to Council. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Council officers and Council's Claims Management Firm. Members of the public will not be provided with access to the personal details contained on this form.