



**IN THE EVENT OF AN ACCIDENT:**

- Once stopped ensure your own safety first, ascertain if anyone has been injured and call emergency services if necessary.
- Take the name, and addresses of all relevant persons, including witnesses.
- Take the Registration number of the vehicle involved (this along with the insurer's name and policy number should be on the disc on the windscreen)
- Notify the Gardai immediately but in any event no later than 24hrs thereafter
- Keep a record of all injuries and damage sustained and draw a sketch map of the scene. Take photos of the incident scene if you can.
- You should move your vehicle off the road to a safe position, once all accident details have been noted, agreed and or photographed
- All correspondence regarding the incident should be sent to your Insurance Company.
- You should not effect any permanent repairs or dispose of any parts or material without agreement from your insurance company.

**THIRD PARTY:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Vehicle Reg no:** \_\_\_\_\_

**GARDAI:**

**Name:** \_\_\_\_\_

**Station:** \_\_\_\_\_  
\_\_\_\_\_

**Contact:** \_\_\_\_\_

**Vehicle Make:** \_\_\_\_\_



**ACCIDENT SKETCH:**

A large rectangular grid of small squares, intended for drawing an accident sketch. The grid is empty and occupies the majority of the page below the header.