



## Request for Police Collision Reports & Third-Party Details in Road Traffic Collisions

Police Reference number:	
Your reference number <i>(if applicable)</i> :	
Your client's full name <i>(if applicable)</i> :	
Driver's name if different from above <i>(if applicable)</i> :	
Date and Time of collision:	
Location of collision (to include road name and town):	
Vehicle registration number(s) <i>(if applicable)</i> :	
State if any injuries occurred as a result of the collision:	
Information required (e.g. police report or third party details) this can also be indicated on the next page:	
Insurance/Solicitors details containing full name, postal address <i>(this is where the TPD/report is sent)</i> , contact number and e-mail address:	

By completing and signing this form you are confirming that you require the information for insurance claims or civil proceedings. If it is not signed it will be returned to you.

Name		Date		Signed	
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Failure to complete this form correctly could result in the form and any cheques being returned to you.

*Leicestershire Police are committed to providing proportionate disclosure relating to collisions. Disclosure is provided under the provisions of both the Road Traffic Act(s) and the Data Protection Act 2018. However, we must strike a balance of your request being proportionate under the disclosure scheme operated by this department.*

Payment (please see prices below) must be in pound sterling and posted to the address below. We only accept cheques made payable to the 'Office of the Police and Crime Commissioner for Leicestershire (OPCC)'. Please send the completed form and cheque to the address below.

**EPAC (Abstracts)**  
**Leicestershire Police HQ**  
**St. Johns**  
**Enderby**  
**Leicester**  
**LE19 2BX**



**There is a basic administration fee of £37.00, which is Non-refundable, it is deducted from the cost of the report/s and would cover any cancellation before completion. This is applicable to all requests apart from members of the public requesting limited details.**

<b>Accident reports</b>	<b>Price</b>	<b>Please indicate items required</b>
Copy of self-reporting / minor accident form	£35.80	
Copy of accident report (full extract up to 30 pages) *	£100.70	
Additional pages for same incident (per page)	£4.40	
Limited particulars (Road Traffic Act details)	£35.80	
Cases involving a Fatality – Accident investigation report	£809.77	
Cases involving a Fatality – Reconstruction video	£82.60	
Rough data (per page)	By Quote	
Copy of scale plan – other than in collision report	£109.37	
Copy of police vehicle examination report (unless provided as full extract)	By quote	
Copy of collision reconstruction report (unless provided as full extract)	By quote	
*£37.00 nonrefundable administration fee applies deductible from cost of report		
<b>Copies of photographs</b>		
Complete disc	£109.37	
<b>Copies of statements – other than in booklets</b>	£37.00	
Additional pages of existing statement (per page)	£4.40	
<b>Request copy statement to be written by police officer**</b>	£145.00	
**£37.00 administration fee applies		
Copy of interview record (only where prepared during investigation process)	£57.50	
Copy of video tapes (provision for CJS) Copies of audio tapes Copies of DVDs/CDs Copies of VHS videotapes	£102.60	
Copy of audio tapes (provision for CJS)	£35.80	
<b>Other charges</b>		
Requests for additional material (other than accident report) will incur an administration fee	£91.30	
Any further requests will incur a further admin fee (on each occasion)	£38.80	
File retention beyond destruction date (per annum)	£109.37	

**\*\*Please note this is not an exhaustive list so please contact the Criminal Justice Archive unit via the link on the website for more details\*\***