

Winchester u3a Incident Report Form: Damage to Property

This form is to be filled in by a member of the committee, a group leader, or the property owner and should be retained on file by the U3A committee in case of a claim for a period of three years.

1. Your details

Name	
Position	
Email	
Telephone	
Address	
Postcode	

2. Incident details

Date of incident	
Time of incident	
Where did the incident occur?	
Please describe the circumstances of the incident	

Attach a sketch or photograph(s) if possible

3. Particulars of person(s) involved in the incident

Name	Email
Address	
Postcode	Telephone
Was he/she a member of Winchester u3a on the date of the incident?	

Continue on a blank page if necessary

4. Details of damaged property

Describe damage caused	
Estimated cost of repair or replacement	
Name of owner of damaged property	
Email	Telephone
Address	
Postcode	

5. Name and contact details of witnesses to the incident

6. Declaration

I/We declare that to the best of my/our knowledge and belief all the foregoing particulars are true and correct in all respects.	
Signed	Dated