



Heddlu de Cymru Uned Moduro  
Gorsaf Heddlu Bae Caerdydd  
Stryd James  
Bae Caerdydd  
CF10 5EW  
☎ 02920 527329

South Wales Police Motoring Unit  
Cardiff Bay Police Station  
James Street  
Cardiff Bay  
CF10 5EW  
☎ 02920 527329

## OFFICIAL SWYDDOGOL

<b>Section A</b>	<b>Guidance Notes</b>
<b>PLEASE NOTE COLLISION REPORTS ARE NO LONGER COMPLETED FOR DAMAGE ONLY / MINOR INJURY COLLISIONS</b>	
<p>For a <b>non-refundable fee</b> of <b>£46.40</b> a search of the South Wales Police Record Management System will be made to establish if there is any information available that can be released. You will be provided with third party details (if available).</p> <p><b>This information is provided to you for the stated and intended purpose only and must not be used or disclosed in any manner which is incompatible with this purpose. You must also not transfer the information to any other organisation or third party without the express permission of South Wales Police.</b></p> <p><b>Please treat the information sensitively and destroy securely once it is no longer required.</b></p>	
<b>Section B</b>	<b>These details are required in ALL cases</b>
<i>Police Reference</i>	
<i>Insurance/solicitor's Name</i>	
<i>Insurance/solicitor's Contact Number</i>	
<i>Insurance/solicitor's return address (this will be where the third-party details/report is sent)</i>	
<i>Your reference number</i>	
<i>Date and time of incident (MANDATORY)</i>	
<i>Location of incident including town/city (MANDATORY – please ensure this is within the South Wales Police area and not in Gwent or Dyfed-Powys)</i>	
<i>Client's full name and date of birth (MANDATORY)</i>	
<i>Driver's name and date of birth, if different from above</i>	
<i>Client's involvement (e.g. driver, passenger, pedestrian etc)</i>	
<i>Vehicle registration number</i>	
<i>Reason you require this information</i>	

**By completing and signing this form, you are confirming that you require the information for insurance claims or civil proceedings.**

<i>Name:</i>		<i>Signed:</i>		<i>Date:</i>	
--------------	--	----------------	--	--------------	--

**Prif Gwnstabl | Chief Constable Jeremy Vaughan**

[www.south-wales.police.uk](http://www.south-wales.police.uk)

Rydym yn croesawu gohebiaeth yn Gymraeg ac yn Saesneg. Byddwn yn ymateb yn eich iaith o ddewis.  
We welcome correspondence in Welsh and English. We will respond in your language of choice.



**HEDDLU  
DE CYMRU  
SOUTH WALES  
POLICE**



Heddlu de Cymru Uned Moduro  
Gorsaf Heddlu Bae Caerdydd  
Stryd James  
Bae Caerdydd  
CF10 5EW  
☎ **02920 527329**

South Wales Police Motoring Unit  
Cardiff Bay Police Station  
James Street  
Cardiff Bay  
CF10 5EW  
☎ **02920 527329**

## Costs and payment

**All enquiries are subject to a search fee of £46.40.**

This payment includes the disclosure of third party limited particulars. Please be advised that the fee must be paid before your request can be processed.

Please complete our Request Proforma which is available via our website.

**Please note, payment can be made via cheque or BACS.**

If via cheque, please make cheque payable to 'The P & CC for South Wales'.

If via BACS payment, please see below BACS payment details:

Bank:	<b>Lloyds Bank</b>
Sort code:	<b>30-91-18</b>
Account number:	<b>00210606</b>
Payee:	<b>The Police and Crime Commissioner for South Wales</b>

When making payment via BACS, please ensure to use the following reference format:

**RTC - Client name / Police reference (if known) OR your reference.**

Failure to do so may cause delays in linking your payment with your request.

Please do not send any other fee unless advised.

Please complete the below if payment is being made via BACS, and return with your request/completed form to the address recorded on our proforma or email [rtccorrespondence@south-wales.police.uk](mailto:rtccorrespondence@south-wales.police.uk)

Company name:	
Correspondence reference:	
Date of BACS payment:	
BACS payment reference:	
BACS payment amount:	
Company name of BACS payment if different to correspondence:	

**Prif Gwnstabl | Chief Constable Jeremy Vaughan**

[www.south-wales.police.uk](http://www.south-wales.police.uk)

Rydym yn croesawu gohebiaeth yn Gymraeg ac yn Saesneg. Byddwn yn ymateb yn eich iaith o ddewis.  
We welcome correspondence in Welsh and English. We will respond in your language of choice.



**HEDDLU  
DE CYMRU  
SOUTH WALES  
POLICE**