



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

SWYDDOGOL OFFICIAL / CYFYNGEDIG RESTRICTED

Section A – Guidance notes – Request for disclosure of further additional information held by South Wales Police in relation to damage only / minor injury collisions Please note, collision reports are no longer completed for damage only / minor injury collisions. Please complete the form below if you wish to receive disclosure of further additional information over and above the release of third-party details. Upon South Wales Police receiving this form, you will be notified of the relevant fee and the reference to use when making payment via a link. Do not send any payment with the form at this time. Note: Upon receipt of your remittance and linked to your request proforma, a search of the South Wales Police Record Management System will be made to establish if there is any further additional information available that can be released (i.e. witness details, witness statements, photographs). The confirmed additional available information will be itemised and offered to you, whereby further fees will be incurred. 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. Please treat the information sensitively and destroy it securely once it is no longer required.
Section B – These details are required in all cases
Police reference (if known)
Your reference number
Insurance/solicitor's name
Insurance/solicitor's contact number and address
Insurance/solicitor's corresponding email address (this will be where disclosure confirmation is sent)
Date and time of incident (mandatory)
Location of incident, including town/city (mandatory – ensure this is in the South Wales Police area and not Gwent or Dyfed-Powys)
Client's full name and date of birth (mandatory)
Client's involvement (e.g. driver, passenger, pedestrian etc)
Driver's name and date of birth, if different from above
Vehicle registration number
Additional information required
Reasons you require this information



I confirm that the information requested will be processed in accordance with my legal obligations under the Data Protection Act 2018 and UK GDPR. Appropriate technical and organisational safeguards are in place to protect personal data against unauthorised or unlawful processing and against accidental or deliberate loss, destruction or damage.

I confirm that the personal data requested is required for the agreed purpose and failure to provide the information will, in my view, be likely to prejudice my investigation.

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

Please ensure that the consent form below is completed by your client and returned with this form.

<i>Name:</i>		<i>Signed:</i>		<i>Date:</i>	
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Email: rtccorrespondence@south-wales.police.uk

Failure to complete this form and sign above will result in the form being returned to you, along with any payment.



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Consent Form (Data Protection Act 2018)

Your reference:

I, hereby give / do not give *(please delete as appropriate)*
South Wales Police permission to disclose:

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.....
.....

To (Please record full solicitor's/insurance company name and address details):

.....
.....

Date of birth:

Address:

.....

Signed:

Print name:

Date:

Prif Gwnstabl | Chief Constable Jeremy Vaughan

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**