



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 / RESTRICTED CYFYNGEDIG

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

For a **non-refundable fee of £106.70**, 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 available additional information will be confirmed and offered to you following receipt of this request proforma and respective fee.

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 securely once it is no longer required.

Section B – These details are required in ALL cases

Police reference

Your reference number

Insurance/Solicitor's name

Insurance/Solicitor's contact number

Insurance/Solicitor's return address (this will be where the third-party details/report is sent)

Date and time of incident (MANDATORY)

Location of incident including town/city (MANDATORY – please ensure this is within the South Wales Police area and not in 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

Reason you require this information

1/2

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
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SOUTH WALES
POLICE**



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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.

<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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Cost and payment details for release of further additional information

All requests for release of further additional information are reviewed and subject to a search fee of £106.70 before confirmation is made of the available itemised list of additional information and/or documentation together with the respective fee(s).

Please be advised that the fee must be paid before your request can be processed.

Please ensure to complete our request proforma and forward via email or letter when making your payment.

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

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

MU/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 further fees until availability of any requested items is confirmed.

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

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

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