

PUBLIC LIABILITY (GENERAL) CLAIM FORM

WITHOUT PREJUDICE OF RIGHTS

Please complete the attached claim form and the following substantiating documents **MUST** accompany your claim:

- Letter of demand from the claimant.
- A clear certified copy of your ID document.
- A clear certified copy of your driving licence if the owner and driver of the vehicle is the same person.
- A clear certified copy of the driving licence of the driver of the vehicle if not the same as the owner of the vehicle.
- The registration details of the vehicle/Proof of ownership of damaged property/goods.
- If the vehicle is insured a letter from the insurance company stating that the damage was not claimed or will not be claimed from them.
- If the vehicle is not insured an affidavit stating that there is no insurance cover on the vehicle being claimed for.
- Three quotations of damages or loss suffered.
- Stamped Banking Details.
- Police Report (optional).
- Statements of witness (if any).
- If the claim is instituted by an insurance company, an assessor's report and final repair invoice.
- Reference number, which was obtained when a fault call was logged with the Municipality Customer Care Centre in case of electricity related claims.

The following information will assist in assessing the merits of the claim:

- Photos of the actual damage/loss.
- Any other form of proof that can be used to quantify the loss or damage.
- More information may be required if necessary.

Institution of legal proceeding against certain organ of state Act 40 of 2002 Part2 (ss3-6)-

A notice must -

- Within 6 months from the date on which the debt became due, be served on the organ of state in accordance with section 4(1)
- briefly set out -
 - the facts giving rise to the debt; and
 - such particulars of such debt as are within the knowledge of the creditor.

Please note that each claim is assessed on its own merits and acceptance of the claim information does not imply automatic acceptance of liability or commitment to the settlement of the claim. The claim will be submitted to Council's insurers together with a departmental report from the department responsible for the service which resulted in the claim. It should be noted that it is the responsibility of the claimant to prove that Ekurhuleni Metropolitan Municipality should be held liable for his / her losses and to quantify the claim. Provision of detailed evidence of losses suffered such as photos, proof of ownership, proof of purchase, invoices, bills will assist to finalize the claim as soon as possible.

PUBLIC LIABILITY CLAIM FORM (GENERAL)

Full Names	
Address	
Contact Number	
E-Mail	
Date and time of incident	
Place where incident occurred	
Was any complaint lodged with the municipality related to the incident before? If so to whom and when?	
Police Ref no (If reported)	
Contact detail of witnesses (If any)	
Type of loss (e.g., damage to property, personal injuries etc.)	
Amount claimed (Attach proof of loss e.g., invoices, Doctors' bills or any other)	
Describe in detail what happened	

Declaration	
I declare that all the information supplied above is true and correct in all aspects.	
Signature	
Date	