

### Broker details - internal use

Date of Claim Notification

Lycetts Claims Handler

Lycetts Ref

### Client Details

Client Name

Client Address

Postcode

VAT Registered

Yes

No

Business Description/  
Occupation(s)

Policy Number

Client Contact Name

Contact Details

Telephone

Email

### Incident Details

Date of Incident

Time of Incident

Location of Incident

Postcode

Circumstances

### Third Party Details

Name

Address

Postcode

Contact Details

Telephone

Email

### Injury Details

What injuries were sustained

Did the third party receive hospital treatment

Yes

No

### Property Damage Details

Describe the damaged property

Who owns the property

Estimated replacement value or cost of repair

### Liability

Do you feel you are responsible for the incident

Yes

No

If no, please confirm who is liable and why

Has a formal claim been received (if yes, provide copies of all correspondence received)

Yes

No

Witness	
Name	
Address	
	Postcode
Contact Details	Telephone
	Email

Lycetts Internal Use	
Insurance Company	
Policy Type	
Policy No.	
Renewal Date	
Policy Section	
Schedule Page(s)	
Policy Excess	£

DECLARATION	
<p>I/We understand that my Insurer will handle this claim on my/our behalf and that I/We give our consent to the claim being handled on this basis. I/We understand that by providing untrue information resulting in a fraudulent claim is a criminal offence likely to lead to prosecution. I/We confirm that the information given on this form is to the best of my knowledge and belief, true in every respect. I/We confirm no amount claimed has been refunded from any other source.</p>	
Print name	
If not the policyholder, please state your relationship to them	
Signed	
Date	
<p><b>Data Privacy Notice</b>            Your privacy is important to us. We will process your personal data in accordance with data protection laws.            To provide insurance related services we will need to share the personal data collected with your Insurance company, their service providers and professional advisors and loss adjusters.            For further information on how your personal data is used and your rights in relation to your personal data please refer to our privacy policy at <a href="http://www.lycetts.co.uk/privacy-policy/">www.lycetts.co.uk/privacy-policy/</a> and our Terms of Business Agreement.</p>	

When you have completed the form please save it and email it to [ukclaims@lycetts.co.uk](mailto:ukclaims@lycetts.co.uk)