

Ekurhuleni Metropolitan Municipality

## PUBLIC LIABILITY CLAIM FORM

To be completed by a member of the public who intends to lodge a claim against Council. This form must be accompanied by claimant's own insurance details or an original sworn affidavit declaring that he/she is not covered by insurance for the inconvenience suffered. A certified copy of the claimant's ID document must be attached. Three quotes for the repair or replacement of property are required. Council reserves the right to obtain further quotations.

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 (i.e. damage to		
property, personal injuries etc.)		
Amount claimed		
(Attach proof of loss i.e.		
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		

Please take note that 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. The insurers will, at their own discretion, appoint assessors or any other specialist to conduct further assessments or investigations into the claim. The insurers will make a ruling on the claim as soon as all information relating to the incident has been received and the claimant will be notified in writing of the outcome of 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 photo's, proof of ownership, proof of purchase, invoices, bills will assist to finalize the claim as soon as possible.