



# Statement of Damage or Injury Claim Form

Please submit completed form to [info@wembley.ca](mailto:info@wembley.ca)

[EMAIL](#)

[PRINT](#)

## Claimant Information

Name			
Address		Town	
Province		Postal Code	
Phone		Email	

## Driver / Vehicle Information

Date of Incident		Insurance Company		
Time of Incident		Policy #		
Weather Conditions		Vehicle Make	Model	
Seat Belts Worn	<input type="checkbox"/> Yes <input type="checkbox"/> No	Injuries	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vehicle Year
<b>Locations</b> (Please be specific referencing direction of travel, land, and closest intersection or reference point)				

Description of Damages	Estimated Cost of Damages (Please include at least 2 estimates or receipts if repairs had been completed)
For Claims Involving Equipment or Vehicles: Unit #	Police Report #

## Property Information

Address / Location of Incident			
Date of Incident	Time of Incident	Weather Condition	
Insurance Company		Policy #	
<b>Cause of Damage to Property</b>			

Description of Damages	Estimated Cost of Damages (Please include at least 2 estimates or receipts if repairs had been completed)
For Claims Involving Town Equipment or Vehicles: Unit #	Police Report #



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## Personal Injury Information

Address / Location of Incident

Date of Incident

Time of Incident

Weather Condition

Cause of Injury

Description of Injuries

For Claims Involving Equipment or Vehicles:

Unit #

Police Report #

## Passengers / Witnesses and Municipal Staff Involved (Name / Address / Telephone / Email)

Name / Relationship

Address

Telephone / Email

Signature

Date

**PLEASE NOTE:** By typing your name into the signature box above (or by signing a printed version of this form), you agree that all information submitted on this form is true and accurate.

**PLEASE NOTE:** A fully completed form is to be sent to the town address below by mail, email, or fax upon which you should receive an acknowledgment that your claim was received. Be aware that there are notice periods for providing the Town of Wembley with notice of certain types of claims and limitation periods in respect of all claims. If you do not commence legal action to advance your claim within two years of the date of the incident causing your loss or damage, the Town of Wembley and its employees will be entitled to immunity from liability in respect of your claim pursuant to the provisions of the Limitations Act of Alberta. This statement is for information purposes only and its receipt in no way infers acceptance of any responsibility by this municipality for the stated damages or injuries.

PLEASE NOTE: The personal information on this form is being collected in accordance with Section 4(c) of the Protection of Privacy Act and the information collected will also be subject to the Access to Information Act. If you have any questions about the collection, use and protection of this information, please contact the Town of Wembley Access and Privacy Coordinator at 780-766-2269 or [info@wembley.ca](mailto:info@wembley.ca)

## For Office Use Only

First Received By

Date

Investigation & Follow Up