Dear Sir

TRUNK ROADS AND MOTORWAYS - DAMAGE TO CROWN PROPERTY

1. Agent Authorities are required by Circular 630 and Circular Roads No 4/75 to report details of all accidents on trunk roads and those motorways which are the Secretary of State’s responsibility, which result in damage to the road or to road furniture where the sum involved is estimated to exceed £100, where the claim is complex or where an admission of liability or recovery of the amount have not been obtained within the stated periods.

2. Until now, there has been no standard form on which these reports can be submitted and some authorities have used forms of their own design whilst others have reported by letter. The Department has received requests from a number of authorities for a standard form and agrees that the use of this would ensure that all information would be supplied uniformly and would to a large extent obviate the necessity of correspondence with authorities seeking information which might otherwise have been omitted. After consultation with the Local Authorities’ Associations a standard form has been prepared and it is hoped to issue supplies of it to all agent authorities shortly. It will be numbered TR 430 and the initial supply is intended only to satisfy immediate demands. It will be left to individual authorities to decide how many copies they need to keep in stock and further supplies should be ordered from:

Clerk of Stationery
Department of the Environment
Hepburn House
Vincent Street
London
DW1P 4HW

Enquiries in connection with this Circular should be addressed to DOE, HLL3, Room P3/009, 2 Marsham Street, London SW1P 3EB (01 212 8351).
Distribution enquiries 01 212 4944.
Copies of this Circular are included for the information of the Surveyor/Engineer and the Treasurer of your Council.

The Chief Executive/Secretary to the Council.