

Incident notification form

Complete this form and return it to Sydney Water as soon as possible.
Please provide copies of any reports on or photographs of the incident.

Claimant's details			
First name			
Last name			
Name of business			
Street address			
Suburb		Postcode	
Phone number(s)			
Email			

Details of person completing this form			
First name			
Last name			
Relationship to claimant			
Suburb		Postcode	
Phone number(s)			
Email			

Incident details			
Date of incident		Time	am/pm
Sydney Water job number			
Address/location of damage or loss			
<p>Please explain in the section below:</p> <ul style="list-style-type: none"> • the circumstances of the incident • your involvement in the incident • why you believe Sydney Water is responsible • the nature of the injury/damage (if applicable) <p>Attach another page if needed and attach any photos if you have them</p>			

Witness details			
Did anyone witness the incident? Yes/No. If yes please provide details below			
First name			
Last name			
Street address			
Suburb		Postcode	
Phone number(s)			
Email			

Insurance	
Do you have insurance for:	Insurer's name
Home building (Yes/No)	
Home contents (Yes/No)	
Motor vehicle (Yes/No)	
Business policy (Yes/No)	
Landlord's policy (Yes/No)	
Have you lodged a claim with your insurance company?	Yes/No

Sydney Water contact

If you have contacted anyone at Sydney Water about this matter, please insert their details	
Name	
Position	
Location	
Phone number	

Loss not covered by insurance

List any damaged property, items or goods. Use another page if you need to.

Quantity	Description and age	Estimated cost to repair or market value

Declaration

I hereby declare that the information provided is true and correct to the best of my knowledge and belief.

Declarant name

Date

We're collecting your personal information so that we can assess your claim. Your information will be used by us and our insurer. If you'd like to know more about how we manage privacy, please see the [privacy page](#) on our website.

- To submit:**
1. Using the "Save as a PDF" button, save the completed form as a PDF file.
 2. Using the "Send email" button, email the completed form, together with all supporting documentation as attachments to incidents@sydneywater.com.au.

Or mail to:

Sydney Water
Insurance & Claims
PO Box 399
Parramatta NSW 2124

If you have any questions, please call (02) 8849 5383

Frequently asked questions

Q What can I do to help my matter progress faster?

- A**
- Write clearly.
 - Answer **all** the sections.
 - Attach all evidence in support of your claim (such as receipts, quotations and photographs).
 - Make sure the claimant has completed the declaration. We cannot progress the claim until the declaration has been completed.

Q What is the usual process for claims?

- A**
- We will confirm receipt of your claim within five days of receiving your form.
 - We will thoroughly investigate your claim internally.
 - We may ask you for more information and/or an independent investigation. You may need to obtain two quotes to support any property damage claim.
 - After we receive all the necessary information, we will tell you the outcome of the investigation.

Q Who will reimburse my insurance policy excess?

- A** Sydney Water may consider reimbursing you for any insurance policy excesses which have been paid.

Q Why should I claim on my policy?

- A** Your insurance company has the facilities and expertise to ensure your property is returned to its pre-incident condition as soon as possible.

Q How do I get in touch with Sydney Water?

- A** Email: incidents@sydneywater.com.au

Telephone:

Claims support: (02) 8849 5383

Customer Contact Centre: 13 20 90

Write to:

Sydney Water

Insurance & Claims

PO Box 399

Parramatta NSW 212