



## Incident Report Form

The Master of a vessel is required to report details of any safety related incident to Hayle Harbour Authority.

SERIOUS incidents should be reported immediately by telephoning the Duty Harbourmaster on **07500993867** or contact the Designated Person on 07595068736. A written report will also be required; please use this form.

OTHER INCIDENTS including near misses, observations and hydrographic information should be reported using this form.

**PRINT THIS FORM AND EITHER POST IT OR HAND IT TO:**

**HAYLE HARBOUR AUTHORITY  
THE OLD CUSTOMS HOUSE  
NORTH QUAY  
HAYLE  
CORNWALL  
TR27 4BL**

**OR EMAIL TO: [dhm@hayleharbourauthority.co.uk](mailto:dhm@hayleharbourauthority.co.uk) OR FAX TO: 01736 756632**

NAME			
ADDRESS			
CONTACT DETAILS	TELEPHONE:	DAY:	EVENING:
	EMAIL ADDRESS:		
OWN CRAFT	NAME:	TYPE:	
	DIMENSIONS:		
CLUB / ORG/ COMPANY			
QUALIFICATIONS			



NATURE OF INCIDENT / OCCURRENCE

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

NATURE: COLLISION / NEAR MISS / GROUNDING / BAD NAVIGATION / RUDENESS / OTHER:

DESCRIPTION OF INCIDENT:

NAME / DESCRIPTION OF PERSONS INVOLVED & TELEPHONE NUMBERS



OTHER RELEVANT  
INFORMATION

TIDE:

WEATHER:

VISIBILITY:

REPORTING OBSTRUCTION / HAZARD TO NAVIGATION / NEAR MISS/  
HYDROGRAPHIC INFORMATION ETC:



SUPPORTING INFORMATION / DIAGRAM:

REPORT SUBMITTED BY		
NAME:	POSITION:	DATE:
SIGNED:		

Data Protection Act - Information supplied in this report is confidential and is for the Harbour Authority's use only.

REPORT RECEIVED BY		
NAME:	POSITION:	DATE:
SIGNED:		