

The reason that I believe I have a claim against the City of Coquitlam is as follows:

As a result of the incident, I suffered the following damage:

(Indicate your estimated or actual cost to repair the damage. Attach photos, invoices or other evidence if any.)

Have you claimed, or will you be claiming, any compensation from an insurance provider? Yes No

If Yes, please provide the name and contact information of your insurance provider(s) and file number(s):

Important

I understand that:

1. An official notice stating the time, place and manner in which the damage occurred, must be delivered to the City Clerk in writing, **within two months** from the date of the incident. (Section 736 of the *Local Government Act*, R.S.B.C. 2015, c. 1).
2. The information provided on this form and any further correspondence with the City about this claim is for the purpose of managing claims against the City. Personal information is collected, used, disclosed and retained by the City under the authority of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165 ("FOI/PPA"). I understand that by signing this form I am consenting to the City disclosing my personal information (contact information and copy of claim form and supporting documents), in accordance with Section 33.1(1)(b) of the Act, to a City service provider or other relevant organization, in cases where the City determines a service provider's or organization's activities may have resulted in or contributed to your claim. I understand that my personal information may be disclosed inside or outside Canada, within two years from the incident date, and that the disclosure is for the purpose of following up with my claim. Questions about the collection, use, disclosure or retention of the information provided may be made to the City of Coquitlam Risk and Insurance Coordinator in person at 3000 Guildford Way, Coquitlam BC, V3B 7N2 or by phone at 604-927-3089.
3. The City's receipt of a Notice of Claim does not mean the City accepts liability for any damage or loss suffered by the claimant. The City is not providing any advice to the claimant about the adequacy of this Notice. I acknowledge that the City's receipt of this Notice does not prevent the City from arguing it is inadequate.

Applicant's Signature: _____

Date: _____

This document contains important information. Please have it translated if you do not read or understand English.

Ce document contient d'importantes informations. Veuillez le faire traduire si vous ne pouvez pas comprendre ou lire la version anglaise.

이 문서는 본인에게 영향을 미칠 수 있는 중요한 정보를 담고 있습니다. 영어를 읽지 못하거나 이해하지 못한다면 한국어로 번역을 부탁드립니다.

該文件含有重要信息，可能與您有關。如果您不懂英文，請找人幫您翻譯。

این مدرک در برگزیده اطلاعات مهم میباشد که میتواند برای شما خیلی مفید واقع گردد. اگر شما زبان انگلیسی را نمی فهمید و یا در خواندن آن مشکل دارید لطفاً از کسی بخواهید که این مطلب را برای شما ترجمه کند.