

# Injuries Resolution Board Application Form

Dec 2024 Version 1.4

Please use **BLOCK CAPITALS** to fill in this form.

For this application to be deemed complete by the Injuries Resolution Board, it must include the following:

- All mandatory fields marked with an \* must be completed
- Claimant Declaration as set out in Section 13 must be signed by the claimant
- The application form must be accompanied by a medical report which has been prepared by a medical practitioner and sets out the personal injuries allegedly sustained by the claimant in the accident or incident detailed in this application.
- Payment of our processing fee of €90

Guidance notes to support with the completion of this form are available at the forms and guides section of our [website](#).

## Section 1: Claimant Details – Injured Party

\*Name:†

\*Home  
Address:

  

Eircode:

\*Mobile Number:

Landline  
Number:

Don't have a contact  
phone number:

☐

Email Address:

Occupation:

Gender:

☐

Male

☐

Female

\*Date of Birth:

 /  / 

\*PPS Number:\*\*

† This should be consistent with Personal Public Service Number (PPSN) record.

\*\* In cases where a PPSN has never been issued to you, other forms of identification will be accepted. These include a valid Driving Licence, a valid Passport and a valid National Identity Card.

## Section 2: Claimant Details – Next Friend if applicable: (See [Guidance Note](#))

\*Name:†

\*Home Address:

  

\*Relationship to  
Injured Party:

Eircode:

\*Mobile Number:

Landline  
Number:

Don't have a contact  
phone number:

☐

Email Address:

Gender:

☐

Male

☐

Female

\*Date of Birth:

\*PPS Number:\*\*

† This should be consistent with Personal Public Service Number (PPSN) record.

\*\* In cases where a PPSN has never been issued to you, other forms of identification will be accepted. These include a valid Driving Licence, a valid Passport and a valid National Identity Card.

## Section 3: Claimants Solicitor Details (if applicable):

Firm Name:

Contact Name:

Solicitor  
Reference  
Number:

Postal Address:

  

Eircode:

DX Address:

Contact  
Number:

Email Address for  
correspondence:

## Section 4: Accident/Incident Details

\*Please confirm the nature of your claim from the options below:

- ☐ 1. Motor Liability – proceed to Section 5
- ☐ 2. Public Liability – proceed to Section 6
- ☐ 3. Employer Liability – proceed to Section 6

## Section 5: Motor Liability Questions – If claim is not relating to a motor accident/incident, please go to Section 6 of this form.

\*How were you involved in the accident/incident?

- |   |  |
|---|--|
| <input type="checkbox"/> I was a pedestrian                               | <input type="checkbox"/> I was cycling   |
| <input type="checkbox"/> I was driving a car, pick up truck or van        | <input type="checkbox"/> I was driving a bus or heavy transport vehicle (lorry)        |
| <input type="checkbox"/> I was riding an electric bike or scooter         | <input type="checkbox"/> I was driving a motorcycle                                    |
| <input type="checkbox"/> I was a passenger in a car, pick up truck or van | <input type="checkbox"/> I was a passenger in a bus or heavy transport vehicle (lorry) |
| <input type="checkbox"/> I was a passenger on a motorcycle                |  |

Other (please specify)

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\*Please detail how the accident/incident happened:

- |   |  |
|---|--|
| <input type="checkbox"/> Injured in collision with car, pick up truck or van      | <input type="checkbox"/> Injured in collision with fixed or stationary object                          |
| <input type="checkbox"/> Injured in collision with heavy transport vehicle or bus | <input type="checkbox"/> Injured in collision with railway train/railway vehicle                       |
| <input type="checkbox"/> Injured in collision with a motorcycle                   | <input type="checkbox"/> Injured in collision with an electric bicycle or scooter                      |
| <input type="checkbox"/> Injured in collision with a pedestrian or animal         | <input type="checkbox"/> Injured in a non-collision accident (where braking or swerving were involved) |

Other (please specify)

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\*Date of accident/  
incident: DD/MM/YYYY

 /  /    

\*Time of accident/  
incident:

☐

00:00-06:00

☐

06:00-10:00

☐

10:00-12:00

☐

12:00-16:00

☐

16:00-19:00

☐

19:00-23:59

\*What was the purpose of your journey or activity at the time of accident/incident?

☐

Driving to or from work

☐

Sport or Exercise

☐

Recreation/Hobby/Leisure

☐

Working in Agriculture/Forestry/Fishing

☐

Working in Manufacturing

☐

Working in Construction

☐

Working in Wholesale/Retail

☐

Working in Transport/Storage

☐

Working in Government administration,  
or Defence Forces

☐

Working in Health Services

☐

Working in finance/insurance/education

☐

Working in childcare/hospitality/cultural/religious

☐

Working in property/business/energy supply

Other (please specify)

\*In your own words please briefly outline how the accident/incident happened here:

**\*Please detail the location type and address of where the accident/incident occurred.**

☐

Road/Motorway

☐

Footpath

☐

Cycleway

☐

Car park

☐

Garage/Service Station

☐

Driveway to home

☐

Industrial/Construction area

☐

Factory/Warehouse

☐

Farm

☐

Public property/premises

☐

Pub/Restaurant/Hotel

☐

Retail premises

☐

School/College

☐

Sports/Leisure Facility

☐

Residential institution

☐

Hospital/Health Care Facility

Other (please specify)

\*Town/City

\*County

\*Country

**\*Please provide additional details regarding the accident/incident location:**

## Section 6: Public Liability or Employer Liability Questions

**\*Please detail the cause of the accident/incident:**

- |  |   |
|--|---|
| <input type="checkbox"/> Trip/slip/fall                            | <input type="checkbox"/> Lifting/moving weight e.g. goods/people            |
| <input type="checkbox"/> Laceration from a sharp object            | <input type="checkbox"/> Accident involving power tools/household machinery |
| <input type="checkbox"/> Fall from a height                        | <input type="checkbox"/> Struck by falling object                           |
| <input type="checkbox"/> Accident involving agricultural machinery | <input type="checkbox"/> Burn from food/drink                               |
| <input type="checkbox"/> Crush injury                              | <input type="checkbox"/> Assault  |
| <input type="checkbox"/> Repetitive strain injury                  | <input type="checkbox"/> Electrocution                                      |
| <input type="checkbox"/> Dog bite/attack                           | <input type="checkbox"/> Food poisoning                                     |
| <input type="checkbox"/> Foreign body in eye                       | <input type="checkbox"/> Exposure to noise                                  |
| <input type="checkbox"/> While on an aircraft or marine vessel     |   |

Other (please specify)

**\*Date of accident/incident or date range if over a period time:**

/

/

/

to

/

/

**\*Time of**

**accident/incident:**

- |                                      |                                      |                                      |
|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> 00:00-06:00 | <input type="checkbox"/> 06:00-10:00 | <input type="checkbox"/> 10:00-12:00 |
|--------------------------------------|--------------------------------------|--------------------------------------|

In the event there is a date range selected, the time is not applicable.

- |                                      |                                      |                                      |
|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> 12:00-16:00 | <input type="checkbox"/> 16:00-19:00 | <input type="checkbox"/> 19:00-23:59 |
|--------------------------------------|--------------------------------------|--------------------------------------|

**\*What activity were you doing at the time of the accident/incident:**

- |  |  |
|--|--|
| <input type="checkbox"/> Sport or Exercise                                   | <input type="checkbox"/> Recreation/Hobby/Leisure                                |
| <input type="checkbox"/> Resting/Sleeping/Eating                             | <input type="checkbox"/> Studying/Voluntary Work/Housework/DIY                   |
| <input type="checkbox"/> Working in Agriculture/Forestry/Fishing             | <input type="checkbox"/> Working in Manufacturing                                |
| <input type="checkbox"/> Working in Construction                             | <input type="checkbox"/> Working in Wholesale/Retail                             |
| <input type="checkbox"/> Working in Transport/Storage                        | <input type="checkbox"/> Working in Government administration, or Defence Forces |
| <input type="checkbox"/> Working in Health Services                          | <input type="checkbox"/> Working in finance/insurance/education                  |
| <input type="checkbox"/> Working in childcare/hospitality/cultural/religious | <input type="checkbox"/> Working in property/business/energy supply              |

Other (please specify)

**\*In your own words please briefly outline how the accident/incident happened:**

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**\*Please detail the location type and address of where the accident/incident occurred.**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Road/Motorway                 | <input type="checkbox"/> Footpath                     | <input type="checkbox"/> Cycleway                 |
| <input type="checkbox"/> Car park                      | <input type="checkbox"/> Garage/Service Station       | <input type="checkbox"/> Driveway to home         |
| <input type="checkbox"/> Home                          | <input type="checkbox"/> Industrial/Construction area | <input type="checkbox"/> Factory/Warehouse        |
| <input type="checkbox"/> Farm                          | <input type="checkbox"/> Office                       | <input type="checkbox"/> Public property/premises |
| <input type="checkbox"/> Pub/Restaurant/Hotel          | <input type="checkbox"/> Retail premises              | <input type="checkbox"/> School/College           |
| <input type="checkbox"/> Sports/Leisure Facility       | <input type="checkbox"/> Sports Ground                | <input type="checkbox"/> Residential institution  |
| <input type="checkbox"/> Hospital/Health Care Facility | <input type="checkbox"/> Airport or transport station |   |

Other (please specify)

\*Town/City

\*County

\*Country

**\*Please provide additional details regarding the accident/incident location:**

  
  
  
  

## Section 7: Mediation Service

The Injuries Resolution Board now offers a mediation service.

Mediation is offered at the start of our process and can lead to a full and final resolution of a claim in a short period of time.

In a mediation, parties can explore all issues relating to a claim including compensation, liability, loss of earnings, and future treatment requirements to mention a few.

If you opt for mediation, the Injuries Resolution Board will arrange for an impartial and experienced mediator to work with you and those against whom you have made the claim to achieve an agreed outcome.

Mediation will typically be telephone based, and parties do not need to talk directly to each other. The mediator, through a series of separate phone calls, will listen to all parties to gain a full understanding of the issue(s) and will help them to make an agreement. If no agreement is reached, the claim can still be assessed in the normal way.

The key reasons to opt for mediation are that it allows for discussion of the issues relating to a claim, the process is typically quite short, and all agreements made are legally binding. For more information on our mediation process please refer to the Injuries Resolution Board website - [www.injuries.ie](http://www.injuries.ie)

Please advise if you agree to mediation for this claim.

Yes

No



## Section 8: Injury Details

**\*Please outline the nature of the main injury or injuries you have suffered.**

Body Part Affected	Soft Tissue <sup>A</sup>	Fracture <sup>B</sup>	Body Part Affected	Soft Tissue <sup>A</sup>	Fracture <sup>B</sup>
Upper Back	<input type="checkbox"/>	<input type="checkbox"/>	Hand	<input type="checkbox"/>	<input type="checkbox"/>
Head/Face	<input type="checkbox"/>	<input type="checkbox"/>	Upper Leg	<input type="checkbox"/>	<input type="checkbox"/>
Neck	<input type="checkbox"/>	<input type="checkbox"/>	Knee	<input type="checkbox"/>	<input type="checkbox"/>
Lower Back	<input type="checkbox"/>	<input type="checkbox"/>	Lower Leg	<input type="checkbox"/>	<input type="checkbox"/>
Hip/Pelvis	<input type="checkbox"/>	<input type="checkbox"/>	Ankle	<input type="checkbox"/>	<input type="checkbox"/>
Shoulder	<input type="checkbox"/>	<input type="checkbox"/>	Foot	<input type="checkbox"/>	<input type="checkbox"/>
Upper Arm	<input type="checkbox"/>	<input type="checkbox"/>	Dental	<input type="checkbox"/>	<input type="checkbox"/>
Lower Arm	<input type="checkbox"/>	<input type="checkbox"/>	Chest	<input type="checkbox"/>	<input type="checkbox"/>
Elbow	<input type="checkbox"/>	<input type="checkbox"/>	Other injuries (please detail)	<input type="checkbox"/>	<input type="checkbox"/>
Wrist	<input type="checkbox"/>	<input type="checkbox"/>			

<sup>A</sup> Examples of soft tissue can include sprains, strains, bruising, lacerations, dislocations etc.

<sup>B</sup> A fracture is the medical term for a broken, cracked or chipped bone.

**\*If you selected other injuries above, please specify below:**

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**\*In your own words please describe the injury or injuries you have suffered:**

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## Section 9: Medical Report

\*Please attach a medical report which has been prepared by a medical practitioner and sets out the personal injuries allegedly sustained by the claimant in the accident or incident detailed in this application.

Have you received any medical attention for the injury?

☐

Yes

☐

No

On what date did you first seek medical attention?

 /  /    

Have you suffered any other injuries in the past five years?

☐

Yes

☐

No

If yes, please specify:

  
  


Do you suffer from any other medical condition?

☐

Yes

☐

No

If yes, please specify:

  
  


Have you suffered any other accidents or injuries since the date of the accident/incident which is the subject of this application?

☐

Yes

☐

No

If yes, please specify:

  
  


Were you hospitalised as a result of the accident/incident which is the subject of this application?

☐

Yes

☐

No

If yes, please provide the hospital name and dates you were hospitalised:

## Section 10: Expenses Incurred

Will you be claiming medical expenses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Undecided
Have you been out of work as a result of the injury?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Undecided
Will you be claiming for loss of earnings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Undecided
Are you still out of work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> n/a

Details of special damages claimed must be provided to the Injuries Resolution Board in advance of its assessment. Invoices and/or receipts should be retained as these will be required in support of the claim.

## Section 11: Respondent Details

We have included fields for two Respondents but if there are more than that, please provide their details on an additional sheet and attach to this application.

### Respondent 1

\*Name:

\*Address:

Respondent Eircode

Respondent's Insurance Company:

Respondent's Insurance Company Address:

If this is a motor claim, please provide the following if known:

Respondent Insurance Claim/Policy Number:

Respondent Vehicle Registration Number:

Vehicle make:  Vehicle model:

## Respondent 2

\*Name:

\*Address:

  


Respondent  
Eircode

Respondent's  
Insurance  
Company:

Respondent's  
Insurance  
Company  
Address:

  


If this is a motor claim, please provide the following if known:

Respondent Insurance  
Claim/Policy Number:

Respondent Vehicle  
Registration Number:

Vehicle make:

Vehicle model:

## Section 12: Additional Details

Please attach to this application any other document(s) or submissions that you consider relevant to your claim.

	Title of Document	Document Description
1		
2		
3		
4		
5		
6		
7		
8		

## \*Section 13: Claimant Declaration

I confirm that the information provided with this application is true and accurate.

I understand that in accordance with section 80A of the Act it is a criminal offence to knowingly or recklessly provide false or inaccurate information to the Board and I confirm that I have reviewed this application and the documents submitted with it in full.

I further acknowledge that I have a continuing obligation to ensure that all information provided to the Board on my behalf is true and accurate.

Print Name:

Claimant  
Signature:

Date:

*The Act referred to in the claimant declaration detailed at Section 13 refers to The Personal Injuries Resolution Board Acts 2003 to 2022.*

*Please note, the Respondent/s named by you, and their insurers where known, will be copied with your application form and medical report in order that they may know the nature and extent of your claim. The Respondent and their insurers/legal advisors are required to treat such information confidentially and not to further disclose it. SMS messaging may be used to inform you about medical appointments. The Injuries Resolution Board respects the privacy rights of all persons in accordance with current Irish Data Protection legislation. The Injuries Resolution Board only processes your data in line with the Injuries Resolution Board's statutory duties and in line with data protection obligations. Please see our privacy notice for further information. <https://www.injuries.ie/eng/data-protection/privacy-notice.html> For any Data protection queries, please contact [dataprotection@injuries.ie](mailto:dataprotection@injuries.ie)*

**Completed Application and necessary documentation should be returned to:**

**Injuries Resolution Board, P.O. Box 8, Clonakilty, Co. Cork. P85 YH98**