**British Transport Police incident reporting form**

If you are unlucky to experience a non-emergency incident (i.e. not 999) at your station then please do fill in this simple form and send it on to the British Transport Police (BTP). All information received builds a picture and supports the BTP allocate resources across the network. Report it to the BTP on:

* Telephone – 0800 40 50 40
* Email – first\_contact@btp.police.uk
* Text – 61016

And provide the following information:

|  |  |
| --- | --- |
| Date of incident |  |
| Time of incident * *Exact time:*
* *Morning / Afternoon / Evening / Night*
* *Or unknown*
 |  |
| Name of Station where incident occurred |  |
| Description of where in the station incident occurred. Please be as specific as possible *eg – behind stairs on platform number 2, furthest end of the car park near hedge, in waiting room on platform 1 etc*.  |  |
| Is the area covered by Greater Anglia CCTV?*Yes / No / Not known* |  |
| Does the station car park have number plate recognition?*Yes / No / Not known* |  |
| Description of what has happened: |  |
| Are photos attached or available?*No / Can be provided / Attached* |  |
| Name of station adopter reporting the incident |  |
| Contact number |  |
| Contact email address |  |