

SURRENDERED VEHICLE SCHEME

Instructions and important information:

- Please sign the registered keeper field on SECTION 9 of your vehicle registration document and enclose the registration document with this completed form.
- If you do not have the vehicle registration document, you will need to enclose a signed letter confirming that you are the registered keeper of the vehicle. You will also need to provide the 16 digit VIN number or a recent MOT certificate for the vehicle (this contains the VIN number). The VIN number is usually found on a small plate under the bonnet or on one of the wheel arches of the vehicle.
- If the person surrendering the vehicle is not the same as the person on the vehicle registration document, please enclose a letter explaining why with this form.
- All personal property and items you wish to keep must be removed from the vehicle before sending this form to the Council.
- The vehicle must be in an easily accessible position at all times for our contractor to remove it (e.g. not in a garage or locked area). We do not require the keys for the vehicle
- Neither the Council nor our Contractor is able to provide you with a date or time for collection and this is why the vehicle must be accessible at all times. We endeavour to remove your vehicle within 1 working day of us receiving this form, although no guarantees can be given.
- It must be noted that the Council do not accept liability for any damage caused and that the person surrendering the vehicle will be liable for the vehicle until it is collected by our Contractor. The vehicle will be disposed of at our Contractor's compound and will not be used on the public highway again. Once our Contractor notifies the Council that the vehicle has been removed, the Council will send the Registration Document to the DVLA duly completed.

Personal Information Policy

The Council will use your details, the information about your dealings with the Council and the information about you available to the Council ("your information") to:

- Deal with your requests and administer its departmental functions (e.g. to assist the processing of your application and in providing an effective service.
- Meet its statutory obligations.
- Prevent and detect fraud.
- Conduct surveys and research.
- Contact you with information about activities and events involving the Council or with offers, which it thinks, may be of interest to you.

The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other Departments within the Council (including the elected Members) central government departments, law enforcement agencies, statutory and judicial bodies, community services providers and contractors that process data on its behalf.

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This form should be completed if you wish to dispose of an unwanted vehicle free of charge. The vehicle must be located in the London Borough of Richmond upon Thames, and the owner must be a resident in any of the 32 London Boroughs.

Please read the instructions and important information guidance before completing this form. If you have any queries regarding this form, please telephone 020 8891 1411.

THERE IS NO CHARGE TO REMOVE YOUR MOTOR VEHICLE

I declare that I am the owner of a motor vehicle:

Make and model _____ **Vehicle Registration** _____

VIN number (if no vehicle registration or recent MOT certificate): _____

and hereby authorise the nominated contractor of the London Borough of Richmond upon Thames to remove and dispose of the above vehicle. I confirm the vehicle is not subject to any hire purchase agreement.

◆ Does the vehicle still have four wheels? **Yes/No** (please delete)
If no please specify _____

◆ Has the engine or gearbox been removed from the vehicle? **Yes/No** (please delete)
If yes please specify _____

◆ Where exactly is vehicle located? _____

(If necessary, please enclose a location plan for the vehicle with this form)

Full Name _____

Address _____

Contact Telephone number _____

Signed _____ Date _____

Please return this completed form to: London Borough of Richmond upon Thames, 2nd Floor, Civic Centre, 44 York Street, Twickenham TW1 3BZ

For Official Use

Date Form Received:

Contractor's Order Number: