



Abandoned Vehicles Procedure

1. Introduction

Untaxed or abandoned vehicles on our land are unsightly and can be dangerous. They also restrict parking for residents on estates. We must act swiftly and arrange for them to be removed as quickly as possible.

2. Policy

2.1 This procedure relates to permanent and short life Co-op Homes tenants.

3. Procedure

- 3.1 Receive information that a vehicle is abandoned.
- 3.2 Check that the vehicle is on land owned by us. If it is on Highways land, advise the reportee to forward details to the Local Authority Highways Department as appropriate.
- 3.3 If the report is not from an Estate Inspector or Housing Officer or other reliable source inspect the vehicle within one week if found to be on our land. Record the location, make, model, vehicle registration number and colour. Try and find out how long it has been left there and whether the owner is known.
- 3.4 A sticker will be placed on the vehicle warning the owner to tax the vehicle within 7 days or will we take action to remove it.
- 3.5 If the vehicle is on our land in a dangerous condition or has no registration details refer direct to Highways Department of the Local Authority and do not contact the DVLA
- 3.6 If the vehicle has registration plates and is not in a dangerous condition complete DVLA form VQ4 and send to DVLA.
- 3.7 When the information returns from the DVLA contact the registered owner and request they remove the vehicle within 7 days or arrange for it to be taxed.
- 3.8 After 7 days inspect to see whether the vehicle has been taxed or removed. If no action has been taken refer the case to the Customer Liaison Manager for advice. Where the vehicle belongs to a tenant action can be taken under the tenancy agreement.
- 3.9 Where there is no registered owner, forward details of the vehicle to the local LA Highways Department for them to action.
- 3.10 Monitor until the vehicle is removed or taxed.



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- 3.11 Where an owner of an untaxed vehicle is refusing to move it and a clamping scheme is in place refer the matter to the clamping operator

4. Guidance Notes

- 4.1 Highways operate a surrender vehicle service where the registered owner can arrange for their vehicle to be collected and disposed of for no fee. Residents should be advised to contact Highways directly.
- 4.2 DVLA forms can be ordered from the DVLA directly.