

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 <u>before</u> 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.

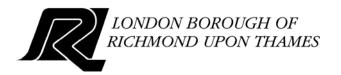
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Personal Information Policy

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 registra	ation or recent MC	OT certificate):
		the London Borough of Richmond upon Thames firm the vehicle is not subject to any hire
♦ Does the vehicle still have four If no please specify		Yes/No (please delete)
♦ Has the engine or gearbox beel If yes please specify		he vehicle? Yes/No (please delete)
♦ Where exactly is vehicle located	d?	
(If necessary, please enclose a lo	ocation plan for th	e vehicle with this form)
Full Name		
Address		
Contact Telephone number	_	
Signed		Date
Please return this completed fo Transport, 2 nd Floor Civic Centre,		orough of Richmond upon Thames, Traffic & Fwickenham, TW1 3BZ
For Official Use Date Form Received:	Contr	actor's Order Number: