

## NOTICE TO OWNER / RELEASE PROCEDURE

Form 3708/16

The vehicle detailed overleaf has been seized under Section 165A of the Road Traffic Act 1988, because a police officer had reasonable grounds to believe that the driver did not have valid insurance or was driving otherwise than in accordance with a driving licence.

To recover the vehicle the owner or registered keeper must attend the vehicle pound.

### **AT PEAK TIMES YOUR VEHICLE MAY NOT BE READY FOR COLLECTION FOR UP TO EIGHT (8) HOURS AFTER THE TIME OF SEIZURE.**

Further details of the locations of the car pounds and how to reclaim a vehicle can be found on the Metropolitan Police website at:  
<http://content.met.police.uk/Site/vehiclerecovery>.

You can also listen to a recorded telephone message by calling: 0207 161 0944

### **IF YOU HAVE ANY FURTHER QUESTIONS YOU MUST ATTEND THE POUND IN PERSON.**

The Police Pounds are open 7 days a week, 365 days a year, between 11.30 – 19.30 hours.

The release of vehicles seized under 165A The Road Traffic Act 1988 is governed by The Road Traffic Act 1988 (Retention and Disposal of Seized Motor Vehicles) Regulations 2005 (Amended 2008). THESE ARE LEGAL REQUIREMENTS AND ARE NOT NEGOTIABLE. THE BURDEN OF PROOF TO SATISFY THE RELEASE OF THE VEHICLE RESTS WITH THE OWNER AND/OR REGISTERED KEEPER AND NOT WITH THE POLICE.

The registered keeper or owner of the vehicle is required to claim the vehicle within **7 WORKING DAYS** from the date of seizure. Failure to do so **WILL** result in the vehicle and anything contained in the vehicle being disposed of on the fifteenth day after seizure. As a result of the seizure and retention of the vehicle, statutory charges are payable. (See the website for full details)

To collect the vehicle, the Registered Keeper or Owner **MUST** attend the pound in person with a verifiable photographic identity document (I.D.\*) e.g. passport, driving licence, EU national identity card, immigration document or Freedom Pass. Non-verifiable items such as student or employer's I.D.s will not be accepted.

### **REQUIREMENTS FOR THE RELEASE OF A VEHICLE**

## **1. Proof of ownership for the vehicle.**

### **Registered Keepers**

a). Full V5C registration document (logbook). We do not accept copies; and  
b). Photographic I.D.\* and proof of name and address that matches the V5C.  
(N.B. If the Registered Keeper cannot produce a full V5C, we require (i) a second document showing proof of name and address that match the details on the register and (ii) if the registered keeper was not driving at the time of seizure, the driver should also attend with photo I.D.\* to confirm the owner and keeper details.)

### **New Keepers**

a). Recognisable bill of sale or receipt from a verifiable source, but please note that the vehicle may not be released if there is no verifiable link to the last registered keeper; and  
b). Correctly completed, unaltered and current V5C/2 (New Keeper Supplement); and  
c). Photographic I.D.\* and at least two documents showing proof of address that match the address shown on the V5C/2.

## **2. A valid driving licence**

A valid driving licence for this vehicle. We do not accept photocopies. (A vehicle driven by a provisional licence holder must display L-plates. The supervisor must be over the age of 21 and must have held a valid driving licence for at least 3 years.) A learner reclaiming a motorcycle also must produce a valid CBT certificate. A non-EU licence holder must also produce a passport or other evidence of immigration status and length of residence in the UK.

## **3. A valid certificate of insurance**

A valid certificate of insurance which covers the claimant to drive this vehicle. We do not accept photocopies.

We will only accept verifiable faxes or emails. The policy may be invalid if material information has not been disclosed to the insurer. If the policy is inceptioned after seizure, then the fact that the vehicle is impounded and any pending prosecutions may be relevant material facts. If there is any doubt, we may require confirmation from the relevant insurance company or the Motor Insurance Bureau of the validity of the policy.

**WARNING: Before attending, the policyholder must check with their insurer that the policy will cover the release of a vehicle that has been seized by a government authority.**

## **4. Payment of Fees**

**THE VEHICLE WILL NOT BE RELEASED IF THE CHARGES ARE NOT PAID.**

Details of the statutory removal and storage charges, set by the Home Office, can be found on the website. Daily storage charges start at midday on the day after the date of seizure.

Payment is accepted by cash or credit/debit card only (not American Express). The cardholder must be present. We cannot accept card payments by telephone.

### **Collection by a nominated third party**

The owner or registered keeper of the vehicle may nominate a third party to collect it on their behalf, but only after they have attended the pound and satisfied the legal requirement to provide proof of ownership and to pay the charges. The nominated third party, if attending separately, will need to bring a letter of authority and proof of signature (e.g. a passport or driving licence) from the owner or registered keeper who previously attended.

**WARNING: Prior to attending, the nominated third party should check that the insurance policy is valid to release a seized vehicle, if the policyholder is not the owner or the registered keeper.**

### **ADDITIONAL INFORMATION**

**MOT** – If the vehicle does not have a current MOT test pass, it can only be driven to an MOT testing station. You should produce evidence of an MOT test appointment for that day or else arrange recovery at your expense.

**RECOVERY** – If the vehicle cannot be driven on the road for any reason, you will be required to arrange recovery at your own expense or additional conditions may be set. No repairs or jump starting are allowed on site. Only professional recovery operators are permitted on site.

### **COMPLAINTS**

If you wish to complain about the seizure of the vehicle, you must submit your complaint in writing to:

ILP Team, VRES, 8th Floor East, Empress State Building, Empress Approach, Lillie Road, Earls Court, SW6 1TR.

**DO NOT ATTEND THIS ADDRESS IN PERSON – YOU WILL NOT BE SEEN**  
If the driver wishes to dispute the offence, they must wait until correspondence is received from the police.

Please note that the procedure for disputing the offence is separate from that for disputing the seizure of the vehicle. The vehicle must be reclaimed and the statutory removal and storage charges must be paid, even if the driver intends to dispute the offence.

Any complaint about a Police Officer or member of Police Staff can be made at your local police station, [www.met.police.uk](http://www.met.police.uk) or [www.ipcc.gov.uk](http://www.ipcc.gov.uk). Complaints in this regard can only be about the conduct of the Officer or member of Police Staff and not about the power of seizure itself, where lawfully used.

**VEHICLE EXCISE DUTY AND VEHICLE REGISTRATION** – The registered keeper or owner of the vehicle is required by law to ensure that the vehicle complies with these legal requirements. Failure to correctly tax or register the vehicle is an offence. Pound staff will take appropriate action to ensure compliance.