



## **ABANDONED VEHICLE POLICY**

Report any abandoned vehicles on Council land to Town Clerk/Assistant Town Clerk

1. Log the date, time and vehicle details in the Council diary when the vehicle is reported, monitor for two weeks
2. Issue a notice to be affixed to the windscreen to say that this vehicle has been reported as an abandoned vehicle and is trespassing and must be removed immediately. Take a picture of the sign in situ
3. If the vehicle is not removed within 7 days issue a 7 day notice to say that if the vehicle is not removed within the time period, arrangements will be made to remove it on the 8<sup>th</sup> day and costs will be incurred by the owner. Take picture in situ
4. Arrange for B K Autos to remove
5. Put a notice on Coppice Depot door to say that the vehicle has been removed and for the owner to contact B K Autos