



## Vehicle disposal scheme notes

The person signing the form must be the owner and registered keeper or enclose authority to dispose of the vehicle on behalf of the owner. This scheme is for privately owned vehicles and is limited to two vehicles per household per year.

Please complete and return the form to Amenity Services at the above address together with the following items: **(Please note photocopies are not acceptable)**

- **Vehicle Registration Document (V5)**  
Do not fill in new owner section (6). The V5 will be sent to dvla once vehicle has been scrapped.
- you will need to contact dvla yourself by completing section 9 of v5, sign and send to dvla
- **Proof of identification** – recent utility bill or similar addressed to the registered keeper **(No Passports or Driving Licences)**.
- **The fee of £35.00\*** or proof of receipt of state pension or income support.

\* The fee of £35.00, which is subsidised by the Council, applies to most cars. Vehicles such as vans, those with glass fibre bodies etc. may incur additional charges. Please contact us on the above number if you think your vehicle may incur an additional charge. We will then provide a quotation for disposal.

It is essential that the vehicle is accessible and at the address specified on the Vehicle Registration Document V5 and that all details on the Vehicle Disposal form are completed accurately. You must tell us if the vehicle has any parts missing - wheels, engine, doors or windows - otherwise the vehicle will not be collected. The vehicle will also not be collected if there are loose contents left in the vehicle.

The vehicle will normally be collected within two weeks of receipt of the form. Please note that you will not be contacted prior to collection of the vehicle.

Disposal of the vehicle will be either direct to G W Bridges or the vehicle will be used by Surrey Fire Brigade for training purposes and then scrapped. In either case the DVLA will be informed that the vehicle has been scrapped.

You remain responsible for the vehicle prior to collection. This would include responsibility for any parking tickets or other offences.