

Abandoned Vehicle Report

An abandoned vehicle report for estates, car parks and private land: location, vehicle details and plate scan, tax and MOT status, condition, hazards, how long it has been there, notices, council and police references.

1. Location and vehicle

Project

Client

Site *

Site address

Date of this report *

Time

Reported by *

Exact location (car park bay, street, block) *

Vehicle position (GPS)

Optional. Tap Mark current location on site to record the position.

Land (choose one)

☐ Our land or car park ☐ Public road ☐ Other private land ☐ Not sure

GOV.UK: report an abandoned vehicle to the local council (England and Wales). Under section 3 of the Refuse Disposal (Amenity) Act 1978, the council must remove a vehicle that appears to be abandoned on a road or on land in the open air. If the land is occupied, the council must first give the occupier notice, and cannot remove it if the occupier objects.

Registration number

Scan the number plate

Scanned in the SiteSurvey app. On paper, write the numbers: registration number.

Make, model and colour

Tax status (GOV.UK vehicle tax check) (choose one)

☐ Taxed ☐ Untaxed ☐ SORN ☐ Not checked

MOT status (GOV.UK MOT history) (choose one)

☐ Valid ☐ Expired ☐ Not checked

If applicable: GOV.UK: an untaxed vehicle seen on a road can also be reported to DVLA online.

2. Condition

First seen there

Days there (if applicable; worked out automatically in the app)

If applicable: First seen is after the date of this report. Check the dates.

Signs it is abandoned (tick all that apply)

- ☐ Flat tyres
- ☐ Broken windows
- ☐ Missing number plates
- ☐ Badly damaged
- ☐ Burnt out
- ☐ Full of rubbish
- ☐ Not moved for weeks
- ☐ Untaxed

Is it a hazard (burnt out, leaking fluids, open or unsafe)?

- ☐ Yes ☐ No

If applicable: Keep people away from the vehicle. If it may be stolen or linked to a crime, tell the police as well as the council.

Photos of the vehicle, plates and surroundings (photos: attach, or note the file names)

3. Notices and reports

Date a notice was put on the vehicle

Date reported to the council

Council reference

Police reference

Date removed

Removed by (council, police or owner)

4. Actions and sign-off

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Inspector name *

Position or company

Inspector signature

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.