

Appendix D – Example of Public Information to be available on the website and on the leaflets on the clamped untaxed vehicles

Wheel clamping and removing untaxed vehicles

Why your vehicle has been clamped

Every vehicle registered in the UK must be taxed if used or kept on the public road. If you keep a vehicle off the road without tax, you must make a Statutory Off Road Notification (SORN). DVLA records show this vehicle does not have tax or a valid SORN.

What you should do if your vehicle has been clamped or removed

You should contact Cardiff Council on 02920 87****

Paying the fees to release your vehicle

Before you can pay any release fees you will need to vehicle tax. If you are unable to tax, you will also need to pay a surety fee (deposit). The fees you will need to pay are:

Release fees		Surety fee (If a vehicle tax has not been obtained)
Within 24 Hours of offence	* release £100	*£160 for motorcycles, light passenger and light goods vehicles
Release from clamp	* surety: see right	
24 hours or more after offence	*release £200	*£330 for buses recovery, haulage and goods vehicles
Release from pound	*surety: see right	*£700 for exceptional loads and heavy goods vehicles such as a large lorry of bus
	*storage £21 per day	

How you can pay

You can pay by most major credit cards or debit cards

The documents you need to release your vehicle from the vehicle pound

- Vehicle registration certificate (V5C)
- Proof of identity such as a photo card driving licence or passport
- Recent utility bill

If you cannot produce a V5C you must also provide documentation linking you to the vehicle, such as a bill of sale, or an insurance or MOT certificate. The vehicle pound will provide you with an 'Application for a registration certificate (V62) you must fill this in and pay the appropriate fee by cheque or postal order. The vehicle pound will send this application to DVLA.

How to claim a refund of the surety fee

You must get vehicle tax within 15 days and contact the vehicle pound. After this period, you will lose the surety fee.

Please note: you may need to provide confirmation of the vehicle tax.

If a vehicle was clamped or removed in error

If you believe the vehicle had vehicle tax or a valid SORN, please contact Cardiff Council

How to get vehicle tax or make a SORN

- Online www.gov.uk/vehicle-tax or www.gov.uk/sorn
- At a Post Office branch that deals with vehicle tax.

If you do not intend to tax your vehicle after it has been released

You must still pay the release fees, including the surety fee which you will not be able to claim back. The vehicle must not be used or kept on a public road **and** you must make a SORN. A SORN does not entitle you to a refund of the surety fee.

If you do not pay to have your vehicle released

- If it is currently clamped, it will be taken to a vehicle pound after 24 hours
- If the vehicle is currently impounded, it could be disposed of after seven days.

If you no longer want the vehicle, tell DVLA by returning vehicle disclaimer form. If you are the registered keeper, you will be sent this form when the vehicle is impounded, or you can get one from the vehicle pound.

Will any further action be taken

- DVLA will contact you to claim any unpaid back – tax on the vehicle from the date it was last taxed. There may also be a fine imposed of up to £1000 or 5 times the annual cost of the vehicle tax (whichever is more).
- If the vehicle is not covered by valid vehicle tax or SORN after its release, it could be immobilised again after 24 hours.

It is an offence to:

- Remove, interfere with, or damage the information card and notices on a clamped vehicle
- Remove, interfere with, or damage the wheel clamp
- Make a false declaration which would allow a person to recover a vehicle
- Make a false declaration to obtain a refund of the surety payment
- Alter or use the vehicle release receipt fraudulently.