

Vehicles parked on Private Land

- 4.17 Enquirers wishing to trace the keeper of a vehicle parked without permission on their property may be provided with information. However, it is important to remember that abandoned vehicles, whether on the public road or private land, are the responsibility of the local authority and are dealt with by legislation under the Refuse and Disposal (Amenity) Act 1978. Enquirers should be asked to contact their local authority first before information is released.

Unauthorised Parking on Private Land

- 4.26 Information may be released to help landlords or their agents to trace keepers who obstruct access, contravene parking restrictions or trespass on private land.

Applications from Private Car Parking Enforcement Companies

- 4.34 Private car parking enforcement companies that issue penalty charge notices must complete form V888/3 providing as much detail as possible to support their request. The form can be used for single or multi-applications.
- 4.35 Applications must be assessed not only on the reasons given but the way the data is to be used to ensure it is used in a fair and responsible way.
- 4.36 Every application must contain all the following information:
- Vehicle registration mark
 - Make and model details
 - Date of event
 - A full explanation why the information is required
 - Full name and address of the enquirer
 - A full business résumé
 - The fee of £2.50
 - A signed and dated declaration.

Any application that does not contain these details must be rejected.

- 4.37 Requests from landowners must be supported with a statement confirming ownership. Companies acting on behalf of landowners must provide evidence (contract/agreement) from the landowner to confirm they are acting with the consent of the landowner.
- 4.38 Material evidence should be provided that a penalty charge scheme is in operation and that signs are clearly visible to drivers. Applicants must confirm if CCTV cameras are in operation or if notices are left on vehicle windscreens.