

Procedure for the Management of Lost Property Recovered from Licensed Vehicles

It is a condition of licence that drivers of licensed vehicles make every reasonable effort to reunite property mistakenly left behind with their rightful owners.

Where a driver is unable to do so, they should bring that property to the Council Offices as soon as reasonably practicable and, in any case, within 72hrs.

Chorley Council accepts no responsibility for private property whilst being conveyed in vehicles licensed by it nor any liability should lost property be returned for some reason to a person who is not its owner (e.g. If a person makes a false representation to us of ownership of property).

On property being brought to the Council, the person so returning the property shall be required to enter the following details into a dedicated register:

- The date it was discovered,
- The date it is being handed in to the Council,
- A brief description of the property, including any distinguishing marks and cash totals,
- The details of the vehicle in which it was discovered, and
- The name and signature of the person returning the property.

Property which is handed in to the Council will be stored in a sealed packet which is signed by the person returning it, the person receiving it and with a unique identifier which corresponds to the register entry. Such items will be kept for a period of three months, after which it will be disposed of.

In order for property to be reclaimed, a detailed description of the item(s) and/or proof of ID (identity), and date that the item was left will be required.

The Council may search an item in order to ensure it is safe to be stored and/ or attempt to identify its owner however, no efforts will be made to identify the owner, over and above those conducted by the person who originally discovered the item.

The Council will not mail/courier or insure during transit any reclaimed found property back to the presumed owner. Property will only be returned to a person on attendance at the Council Offices to allow proper verification of identity/ ownership. The person recovering property will be required to sign the register to confirm receipt of the property.