

London Councils

Code of Practice on Civil Parking Enforcement

Appendix 1

Sample Documents

In the sample documents attached, some of the text is required by law. The remainder is for guidance and may be amended to suit individual circumstances.

Authorities are recommended to seek legal advice when preparing their notices.

- 1.1 TMA Regulation 9 PCN issued by a CEO On-Street
- 1.2 TMA Regulation 10 PCN issued using CCTV
- 1.3 TMA Regulation 9 PCN issued due to Prevention from Service
- 1.4 TMA Regulation 9 PCN issued due to Vehicle Drive-Away
- 1.5 Declamp Sticker
- 1.6 Removal Authorisation Sticker
- 1.7 Vehicle Removal and Release Record
- 1.8 Removal Release Fee Receipt
- 1.9 Representations against Removal of Vehicle
- 1.10 Clamping Authorisation Sticker
- 1.11 Clamping Warning Notice
- 1.12 Declamping Instruction Card
- 1.13 Representations against Immobilisation of Vehicle
- 1.14 Notice to Owner for CEO issued PCNs
- 1.15 Charge Certificate for CEO issued PCNs
- 1.16 Form TE3 Order for Recovery of unpaid penalty charge (Parking)
- 1.17 Form TE9 Witness Statement – unpaid penalty charge (Parking)
- 1.18 Form TE7 Application to file a statement out of time/extension of time (Parking)



[Enforcement Authority Name]

PENALTY CHARGE NOTICE (PCN)

Traffic Management Act 2004

It is an offence for an unauthorised person to remove or interfere with this notice.

PCN Number: [PCN Number]

Date of Service of this Notice: [issue date]

Vehicle Registration Number: [VRM]

Make: [Vehicle make]

Tax Disc Number: [Tax Disc No]

Tax Disc Expiry Date: [Tax Disc Expiry Date]

Location: [detailed contravention location]

Contravention: [contravention code and description]

Date of Contravention: [contravention date]

Time: [contravention time]

The Civil Enforcement Officer [CEO number] observed the vehicle identified above from [obs start] to [obs end] on [contravention date] and believes a penalty charge is payable in respect of that vehicle on the grounds that the contravention set out above was being committed.

The Penalty Charge is £[full amount]

The penalty charge must be paid not later than the last day of the period of 28 days beginning with the date on which this penalty charge notice was served.

A Reduced Charge of £[reduced amount] is Payable in the Following Circumstances:

if the penalty charge is paid not later than the last day of the period of 14 days beginning with the date on which this notice was served, the penalty charge will be reduced by 50% to £[reduced amount].

HOW TO PAY

To pay:-

BY TELEPHONE: On [Payment phone number] between [times] on [days] using one of the debit or credit cards listed on the payment slip.

BY INTERNET: Go to [website address] and follow the online instructions.

BY POST: Complete the payment slip and return to [payment address] with either:

- a cheque or postal order payable to [payee details], or
- your payment or card payment authorisation.

All cheques and postal orders must have the PCN number and vehicle registration number written on the back. Please send a stamped self-addressed envelope if you would like a receipt. Any other form of payment, including cash, will not be accepted.

IN PERSON: Complete the payment slip and bring it with your PCN and payment to [payment centre address(es)] between [times] on [days]. Payment can be made either by cheque, postal order, credit or debit card or in cash. If you pay by cash, please ensure that you obtain a receipt.

Please do not make any payment if you want to challenge this PCN.

DO NOT IGNORE THIS NOTICE

If the penalty charge is not paid before the end of the 28 days beginning with the date on which this penalty charge notice was served, a Notice to Owner may be served by the enforcement authority on the owner of the vehicle.

A person on whom a Notice to Owner is served will be entitled to make representations to the enforcement authority against the penalty charge and may appeal to an adjudicator if those representations are rejected.

If representations against the penalty charge are received at [correspondence address] before a Notice to Owner is served, those representations will be considered, but if a Notice to Owner is served notwithstanding those representations, representations against the penalty charge must be made in the form and manner and at the time specified in the Notice to Owner.

If we receive representations against the penalty charge not later than the last day of the period of 14 days beginning with the date on which the Notice is served, but reject the challenge, we will allow a further 14 days from the date on which the rejection letter is issued in which to pay the reduced penalty charge.

Data Protection Statement

The [enforcing authority name] will use information, including personal information, collected through the issuing of this Penalty Charge Notice for the enforcement of traffic contraventions and it may also be used for compatible purposes. The information may be disclosed to London Councils, other enforcement agencies and third parties where it is necessary and lawful to do so e.g. for the prevention and detection of crime. All information will be processed in accordance with the Data Protection Act 1998.

Payment Slip- Please return with all payments sent by post or made in person.

Penalty Charge Notice number: [PCN number]
Date of Notice: [Date of notice]

VRM: [VRM]
Time: [contravention time]

The full penalty charge is £[full amount]. A reduced charge of £[reduced amount] is payable if paid not later than the last day of the period of 14 days beginning with the date on which the PCN was served.

Write/Draw/Type/Initials:

Address:

Postcode:

Only complete the details below if you are making payment by credit or debit card.

Please debit my MasterCard / Visa / Maestro / Delta (delete as appropriate): -

Card Number: ____/____/____/____/____ Amount: £____ Date: ____/____/____

Card Issue Date: ____/____/____ Card expiry date: ____/____/____ Issue number: ____

Name of Cardholder: _____ Signature of Cardholder: _____

[Enforcement Authority Name]

PENALTY CHARGE NOTICE (PCN)

Traffic Management Act 2004

Owner Name
Owner Address 1
Owner Address 2
Owner Address 3
Town
Postcode

PCN Number: **[PCN number]**

Vehicle Registration Number: **[VRM]**

Make: **[Vehicle Make]**

Tax Disc Number: **[Tax Disc No]**

Date of this Notice: **[Postal date]**

Tax Disc Expiry Date: **[Tax Disc Expiry Date]**

The PCN is being served by post on the basis of a record produced by an approved device. The vehicle identified above was observed from **[obs start]** to **[obs end]** on **[contravention date]** and the authority believes that a penalty charge is payable on the grounds of the following alleged parking contravention:

[Contravention code] – [Contravention description]

Location: **[Detailed contravention location]**

Date of Contravention: **[Contravention date]**

Time: **[Contravention time]**

DO NOT IGNORE THIS NOTICE

To the right is a picture taken from the video recording of your vehicle committing the alleged contravention.



The penalty charge is **£[full amount]**

The penalty charge must be paid not later than the last day of the period of 28 days beginning with the date on which this penalty charge notice is served.

A reduced charge of **£[reduced amount]** is payable in the following circumstances:

If the penalty charge is paid not later than the last day of the period of 21 days beginning with the date on which this notice was served, the penalty charge will be reduced by 50%.

HOW TO PAY

You may pay this penalty charge online, by telephone, by post or in person. Full details on these methods of payment can be found with the detachable payment slip.

Please make cheques and postal orders payable to **[payee details]**, and write the PCN number and vehicle registration number on the back. Please do not send post-dated cheques, as they will not be accepted.

Please do not make any payment if you want to challenge this PCN.

Data Protection Statement

The **[Enforcement authority name]** will use information, including personal information, collected through the issuing of this Penalty Charge Notice for the enforcement of traffic contraventions and it may also be used for compatible purposes. The information may be disclosed to London Councils, other enforcement agencies and third parties where it is necessary and lawful to do so e.g. for the prevention and detection of crime. All information will be processed in accordance with the Data Protection Act 1998.

Entitlement to view a recording or obtain images free of charge

There are two ways in which you can arrange viewing of certain records or images, free of charge. First, either you or your representative may view a recording of the contravention produced by the approved device which resulted in the PCN. To arrange this, please write to us at [correspondence address], specifying which of the following offices you wish to come to [addresses], and stating a date and time between [office hours] at which you wish to do so. Alternatively we can send to your address such still images as in our opinion establish that the contravention occurred.

Upon receipt of your request we will suspend progress of your case and will respond to your request within a reasonable time. Once the images have been sent to your address or the recording has been viewed at our offices, as appropriate, progress of your case will continue.

HOW TO CHALLENGE

You may make representations to us against the imposition of the penalty charge in this PCN. Representations may be made online at [webpage], by email to [email address], by fax to [fax number] or by post to [correspondence address]. Please include any available supporting evidence. Representations must include the name, postal address and signature of the person making them. If representations are made online or by email then the name of the person making them must be in the message header or main body text, and will be taken to be the signature of that person.

The authority may disregard any representations received outside the period of 28 days beginning with the date of service of the PCN.

The statutory grounds for making representations are listed below. Whether or not any of the statutory grounds apply, you may also give other compelling reasons why we should cancel the penalty charge or refund any sum paid on account of the penalty charge. The statutory grounds for representation are that:

- the alleged contravention did not occur;
- you—
 - were never the owner of the vehicle in question,
 - had ceased to be the owner before the date on which the alleged contravention occurred, or
 - became its owner after that date;
- the vehicle had been permitted to remain at rest in place in question by a person who was in control of the vehicle without the owner's consent;
- you are a vehicle-hire firm and -
 - the vehicle in question was on hire under a hiring agreement at the time of the contravention, and
 - the person hiring the vehicle had signed a statement of liability in respect of any penalty charge notice served during the period of the hire agreement;
- the penalty charge exceeds the amount applicable in the circumstances of the case;
- there has been a procedural impropriety (described below) on the part of the enforcement authority;
- the traffic order (except where it is an order made under Schedule 9 of the Road Traffic Regulation Act 1984) which is alleged to have been contravened is invalid;
- the PCN has already been paid.

"Procedural impropriety" means a failure by the enforcement authority to observe any requirement imposed on it by the Traffic Management Act 2004, or the relevant Regulations made under that Act in respect of the civil enforcement of parking contraventions, in relation to the imposition or recovery of a penalty charge or other sum.

If you are making representations to the effect that you acquired the vehicle after the date of the alleged contravention, or ceased to be the owner of the vehicle before that date, then your representations must include the name and address of the person from whom you acquired the vehicle, or to whom you disposed of it, if you have that information.

Document 1.2 TMA Regulation 10 PCN Issued using CCTV

If you are a hire firm and are making representations to the effect that the vehicle was on hire at the time of the alleged contravention then your representations must include the name and address of the person to whom the vehicle was hired at the time.

A person who knowingly or recklessly makes a false representation regarding a material fact is guilty of an offence and on summary conviction may be liable for a fine of up to £5,000.

We will consider your representations and any supporting evidence, and serve a notice on you of our decision, within the period of 56 days beginning with the date on which we receive your representations, except where we have decided to disregard your representations by reason of their being received after the end of the period of 28 days beginning with the date of service of this PCN. If we accept your representations, we will cancel this PCN and you will not have to pay the penalty charge. If you have made representations within the period of 28 days beginning with the date on which this PCN is served, or if you have made representations outside that period but we have not disregarded them, and we do not accept those representations, you will receive a notice of rejection. This will state, amongst other things, that you may appeal against the notice of rejection to an adjudicator and it will give information about the time limits for appealing to an adjudicator.

If after the last day of the period of 28 days beginning with the date on which this PCN is served no such representations have been made, and the penalty charge has not been paid, we may increase the penalty charge by 50% to £[increased amount] and may take steps to enforce payment of the increased charge.

At the end of this PCN you will find a form which you may find helpful as a means of making representations. However, you do not need to use it and you may make representations in any of the ways set out above.

HOW TO PAY

To pay:-

BY TELEPHONE: On [Payment phone number] between [times] on [days] using one of the debit or credit cards listed on the payment slip.

BY INTERNET: Go to [website address] and follow the online instructions.

BY POST: Complete the payment slip and return to [payment address] with either:

- a cheque or postal order payable to [payee details] or
- your payment or card payment authorisation

All cheques and postal orders must have the PCN number and vehicle registration number written on the back. Please send a stamped self-addressed envelope if you would like a receipt.

Any other form of payment, including cash, will not be accepted.

IN PERSON: Complete the payment slip and bring it with your PCN and payment to [payment centre address(es)] between [times] on [days]. Payment can be made either by cheque, postal order, credit or debit card or in cash. If you pay by cash, please ensure that you obtain a receipt.

Please do not make any payment if you want to challenge this PCN

✂

Payment slip- Please return with all payments sent by post or made in person.

Penalty Charge Notice number: [PCN number] VRM: [VRM]

Date of Notice: [Date of notice]

The full penalty charge is £[full amount]. A reduced charge of £[reduced amount] is payable if paid not later than the last day of the period of 21 days beginning with the date on which the PCN was served.

Mr/Mrs/Ms/Miss:

Address:

Postcode:

Only complete the details below if you are making payment by credit or debit card.

Please debit my MasterCard / Visa / Maestro / Delta (delete as appropriate):-

Card Number: ____/____/____/____ Amount: £____

Date: ____/____/____

Card issue Date: ____/____

Card expiry date: ____/____

Issue number: ____

Name of Cardholder: _____

Signature of Cardholder: _____

MAKING REPRESENTATIONS

You may find the following form helpful as a means of making representations. However, you do not need to use it and you may make representations in any of the ways set out above.

If you think any of the grounds below applies, please indicate which by ticking the relevant box or boxes. In all cases, please give details in the space provided.

- ☐ The alleged contravention did not occur. – *Please explain why you think no contravention took place*
- ☐ I never was the owner of the vehicle or I was not the owner of the vehicle at the time of the alleged contravention or I became its owner after that date. – *Where you ceased to be the owner of the vehicle before the date of the alleged contravention, you must include a statement of the name and address of the person to whom the vehicle was disposed of, if that information is in your possession. If you became the owner of the vehicle after that date, you must include a statement of the name and address of the person from whom the vehicle was acquired, if that information is in your possession. Please supply evidence of the disposal/acquisition (e.g. a sales receipt).*
- ☐ The vehicle had been permitted to remain at rest in the place in question by a person who was in control of the vehicle without the consent of the owner. – *Please enclose evidence (e.g. police crime report, insurance claim).*
- ☐ I am/We are a hire firm and the vehicle in question was at the material time hired from the firm under a hiring agreement; and the person hiring it had signed a statement acknowledging liability in respect of any penalty charge involving the vehicle during the period of the hire agreement. – *You must include a statement of the name and address of the person to whom the vehicle was hired at the material time. Please also supply a copy of the hire agreement and the statement acknowledging liability.*
- ☐ The penalty charge exceeds the amount applicable in the circumstances of the case. – *Where you think you are being asked to pay more than you should legally pay.*
- ☐ There has been procedural impropriety on the part of the enforcement authority. – *Please describe the alleged impropriety.*
- ☐ The traffic order which is alleged to have been contravened was invalid. – *Where you believe the parking restriction in question was invalid or illegal.*
- ☐ That the penalty charge has already been paid in full, or has been paid at the reduced amount within the specified period. – *Please provide details of the payment method, date and amount.*
- ☐ Any other ground you wish to raise.

Details:

(Please continue on another sheet if necessary)

Ownership details: I was not the owner/keeper of the vehicle when the PCN was issued because:

<input type="checkbox"/> I have never owned the vehicle.	
<input type="checkbox"/> I disposed of the vehicle before the contravention on:	Name of person from whom acquired/to whom disposed:
<input type="checkbox"/> I acquired the vehicle after the contravention on:	Address of person from whom acquired/to whom disposed:
<input type="checkbox"/> We are a hire firm and the vehicle was on hire at the time.	

Please make sure you sign the following declaration if you want us to consider your representations.

I confirm that the above information is correct to the best of my knowledge. I understand that making a false statement may result in prosecution and a possible fine of up to £5,000.

..... (name in BLOCK CAPITALS)

..... (position in company, if relevant)

..... (signature)

..... (date)

[Enforcement Authority Name]

PENALTY CHARGE NOTICE (PCN)

Traffic Management Act 2004

Owner Name
Owner Address 1
Owner Address 2
Owner Address 3
Town
Postcode

PCN Number: **[PCN number]**

Vehicle Registration Number: **[VRM]**

Make: **[Vehicle Make]**

Tax Disc Number: **[Tax Disc No]**

Date of this Notice: **[Postal date]**

Tax Disc Expiry Date: **[Tax Disc Expiry Date]**

The authority believes that a penalty charge is payable with respect to the above vehicle on the grounds of the following alleged parking contravention:

[Contravention code] – [Contravention description]

Location: **[Detailed contravention location]**

Date of Contravention: **[Contravention date]**

Time: **[Contravention time]**

DO NOT IGNORE THIS NOTICE

The PCN is being served by post because a civil enforcement officer **[CEO Officer]** observed the vehicle identified above from **[obs start]** to **[obs end]** and attempted to serve a PCN by affixing it to the vehicle or giving it to the person in charge of the vehicle but was prevented from doing so by some person.

The penalty charge is **£[full amount]**

The penalty charge must be paid not later than the last day of the period of 28 days beginning with the date on which this penalty charge notice is served.

A reduced charge of **£[reduced amount]** is payable in the following circumstances:
If the penalty charge is paid not later than the last day of the period of 14 days beginning with the date on which this notice was served, the penalty charge will be reduced by 50%.

HOW TO PAY

You may pay this penalty charge online, by telephone, by post or in person. Full details on these methods of payment can be found with the detachable payment slip.

Please make cheques and postal orders payable to **[payee details]**, and write the PCN number and vehicle registration number on the back. Please do not send post-dated cheques, as they will not be accepted.

Please do not make any payment if you want to challenge this PCN

Data Protection Statement

The **[Enforcement authority name]** will use information, including personal information, collected through the issuing of this Penalty Charge Notice for the enforcement of traffic contraventions and it may also be used for compatible purposes. The information may be disclosed to London Councils, other enforcement agencies and third parties where it is necessary and lawful to do so e.g. for the prevention and detection of crime. All information will be processed in accordance with the Data Protection Act 1998.

HOW TO CHALLENGE

You may make representations to us against the imposition of the penalty charge in this PCN. Representations may be made online at [webpage], by email to [email address], by fax to [fax number] or by post to [correspondence address]. Please include any available supporting evidence. Representations must include the name, postal address and signature of the person making them. If representations are made online or by email then the name of the person making them must be in the message header or main body text, and will be taken to be the signature of that person.

The authority may disregard any representations received outside the period of 28 days beginning with the date of service of the PCN.

The statutory grounds for making representations are listed below. Whether or not any of the statutory grounds apply, you may also give other compelling reasons why we should cancel the penalty charge or refund any sum paid on account of the penalty charge. The statutory grounds for representation are that:

- that the alleged contravention did not occur;
- you
 - were never the owner of the vehicle in question,
 - had ceased to be the owner before the date on which the alleged contravention occurred, or
 - became its owner after that date;
- the vehicle had been permitted to remain at rest in place in question by a person who was in control of the vehicle without the owner's consent;
- you are a vehicle-hire firm and -
 - the vehicle in question was on hire under a hiring agreement at the time of the contravention, and
 - the person hiring the vehicle had signed a statement of liability acknowledging his liability in respect of any penalty charge notice served during the period of the hire agreement;
- the penalty charge exceeds the amount applicable in the circumstances of the case;
- there has been a procedural impropriety (described below) on the part of the enforcement authority;
- the traffic order (except where it is an order made under Schedule 9 of the Road Traffic Regulation Act 1984) which is alleged to have been contravened is invalid;
- a civil enforcement officer was not prevented from serving the original penalty charge notice by affixing it to the vehicle or handing it to the owner or person in charge of the vehicle;
- the PCN has already been paid.

"Procedural impropriety" means a failure by the enforcement authority to observe any requirement imposed on it by the Traffic Management Act 2004, or the relevant Regulations made under that Act in respect of the civil enforcement of parking contraventions, in relation to the imposition or recovery of a penalty charge or other sum.

If you are making representations to the effect that you acquired the vehicle after the date of the alleged contravention, or ceased to be the owner of the vehicle before that date, then your representations must include the name and address of the person from whom you acquired the vehicle, or to whom you disposed of it, if you have that information.

If you are a hire firm and are making representations to the effect that the vehicle was on hire at the time of the alleged contravention then your representations must include the name and address of the person to whom the vehicle was hired at the time.

A person who knowingly or recklessly makes a false representation regarding an important fact is guilty of an offence and on summary conviction may be liable for a fine of up to £5,000.

We will consider your representations and any supporting evidence, and serve a notice on you of our decision, within the period of 56 days beginning with the date on which we receive your representations, except where we have decided to disregard your representations by reason of their being received after the end of the period of 28 days beginning with the date of service of this PCN. If we accept your representations, we will cancel this PCN and you will not have to pay the

penalty charge. If you have made representations within the period of 28 days beginning with the date on which this PCN is served, or if you have made representations outside that period but we have not disregarded them, and we do not accept those representations, you will receive a notice of rejection. This will state, amongst other things, that you may appeal against the notice of rejection to an adjudicator and it will give information about the time limits for appealing to an adjudicator.

If after the last day of the period of 28 days beginning with the date on which this PCN is served no such representations have been made, and the penalty charge has not been paid, we may increase the penalty charge by 50% to £[increased amount] and may take steps to enforce payment of the increased charge.

At the end of this PCN you will find a form which you may find helpful as a means of making representations. However, you do not need to use it and you may make representations in any of the ways set out above.

HOW TO PAY

To pay:-

BY TELEPHONE: On [Payment phone number] between [times] on [days] using one of the debit or credit cards listed on the payment slip.

BY INTERNET: Go to [website address] and follow the online instructions.

BY POST: Complete the payment slip and return to [payment address] with either:

- a cheque or postal order payable to [payee details], or
- your payment or card payment authorisation.

All cheques and postal orders must have the PCN number and vehicle registration number written on the back. Please send a stamped self-addressed envelope if you would like a receipt. Any other form of payment, including cash, will not be accepted.

IN PERSON: Complete the payment slip and bring it with your PCN and payment to [payment centre address(es)] between [times] on [days]. Payment can be made either by cheque, postal order, credit or debit card or in cash. If you pay by cash, please ensure that you obtain a receipt.

Please do not make any payment if you want to challenge this PCN

✂

Payment slip- Please return with all payments sent by post or made in person.

Penalty Charge Notice number: [PCN number]

VRM: [VRM]

Date of Notice: [Date of notice]

The full penalty charge is £[full amount]. A reduced charge of £[reduced amount] is payable if paid not later than the last day of the period of 14 days beginning with the date on which the PCN was served.

Mr/Mrs/Ms/Miss: _____

Address: _____

Postcode: _____

Only complete the details below if you are making payment by credit or debit card.

Please debit my MasterCard / Visa / Maestro / Delta (delete as appropriate):-

Card Number: ____/____/____/____

Amount: £_____ Date: _____

Card issue Date: ____/____

Card expiry date: ____/____

Issue number: _____

Name of Cardholder: _____

Signature of Cardholder: _____

MAKING REPRESENTATIONS

You may find the following form helpful as a means of making representations. However, you do not need to use it and you may make representations in any of the ways set out above.

If you think any of the grounds below applies, please indicate which by ticking the relevant box or boxes. In all cases, please give details in the space provided.

- ☐ The alleged contravention did not occur. – *Please explain why you think no contravention took place.*
- ☐ I never was the owner of the vehicle or I was not the owner of the vehicle at the time of the alleged contravention or I became its owner after that date. – *Where you ceased to be the owner of the vehicle before the date of the alleged contravention, you must include a statement of the name and address of the person to whom the vehicle was disposed of, if that information is in your possession. If you became the owner of the vehicle after that date, you must include a statement of the name and address of the person from whom the vehicle was acquired, if that information is in your possession. Please supply evidence of the disposal/acquisition (e.g. a sales receipt).*
- ☐ The vehicle had been permitted to remain at rest in the place in question by a person who was in control of the vehicle without the consent of the owner. – *Please enclose evidence (e.g. police crime report, insurance claim).*
- ☐ I am/We are a hire firm and the vehicle in question was at the material time hired from the firm under a hiring agreement; and the person hiring it had signed a statement acknowledging liability in respect of any penalty charge involving the vehicle during the period of the hire agreement. – *You must include a statement of the name and address of the person to whom the vehicle was hired at the material time. Please also supply a copy of the hire agreement and the hirer's statement acknowledging his liability.*
- ☐ The penalty charge exceeds the amount applicable in the circumstances of the case – *If you think you are being asked to pay more than you should legally pay.*
- ☐ There has been procedural impropriety on the part of the enforcement authority. – *Please describe the alleged impropriety.*
- ☐ The traffic order which is alleged to have been contravened was invalid. – *Where you believe the parking restriction in question was invalid or illegal.*
- ☐ That the penalty charge has already been paid in full, or the reduced charge has been paid within the specified period. – *Please provide details of the payment method, date and amount.*
- ☐ The Civil Enforcement Officer was not prevented from serving the notice. – *Where you believe that no such prevention of service took place.*
- ☐ Any other ground you wish to raise.

Details:

(Please continue on another sheet if necessary)

Ownership details: I was not the owner/keeper of the vehicle when the PCN was issued because:

<input type="checkbox"/> I have never owned the vehicle.	Name of person from whom acquired/to whom disposed:
<input type="checkbox"/> I disposed of the vehicle before the contravention on:	Address of person from whom acquired/to whom disposed:
<input type="checkbox"/> I acquired the vehicle after the contravention on:	
<input type="checkbox"/> We are a hire firm and the vehicle was on hire at the time.	

Please make sure you sign the following declaration if you want us to consider your representations.

I confirm that the above information is correct to the best of my knowledge. I understand that making a false statement may result in prosecution and a possible fine of up to £5,000.

..... (name in BLOCK CAPITALS)

..... (position in company, if relevant)

..... (signature)

..... (date)

[Enforcement Authority Name]

PENALTY CHARGE NOTICE (PCN)

Traffic Management Act 2004

Owner Name
Owner Address 1
Owner Address 2
Owner Address 3
Town
Postcode

PCN Number: **[PCN number]**

Vehicle Registration Number: **[VRM]**

Make: **[Vehicle Make]**

Tax Disc Number: **[Tax Disc No]**

Tax Disc Expiry Date: **[Tax Disc Expiry Date]**

Date of this Notice: **[Postal date]**

The authority believes that a penalty charge is payable with respect to the above vehicle on the grounds of the following alleged parking contravention:

[Contravention code] – [Contravention description]

Location: **[Detailed contravention location]**

Date of Contravention: **[Contravention date]**

Time: **[Contravention time]**

DO NOT IGNORE THIS NOTICE

The PCN is being served by post because a civil enforcement officer **[CEO number]** observed the vehicle identified above from **[obs start]** to **[obs end]** and had begun to prepare a PCN for service by fixing it to the vehicle or by giving it to the person appearing to him to be in charge of the vehicle, but the vehicle concerned was driven away from the place in which it was stationary before the civil enforcement officer had finished preparing the penalty charge notice or had served it as stated above.

The penalty charge is **£[full amount]**

The penalty charge must be paid not later than the last day of the period of 28 days beginning with the date on which this penalty charge notice is served.

A reduced charge of **£[reduced amount]** is payable in the following circumstances:
If the penalty charge is paid not later than the last day of the period of 14 days beginning with the date on which this notice was served, the penalty charge will be reduced by 50%.

HOW TO PAY

You may pay this penalty charge online, by telephone, by post or in person. Full details on these methods of payment can be found with the detachable payment slip.

Please make cheques and postal orders payable to **[payee details]**, and write the PCN number and vehicle registration number on the back. Please do not send post-dated cheques, as they will not be accepted.

Please do not make any payment if you want to challenge this PCN.

Data Protection Statement

The **[Enforcement authority name]** will use information, including personal information, collected through the issuing of this Penalty Charge Notice for the enforcement of traffic contraventions and it may also be used for compatible purposes. The information may be disclosed to London Councils, other enforcement agencies and third parties where it is necessary and lawful to do so e.g. for the prevention and detection of crime. All information will be processed in accordance with the Data Protection Act 1998.

HOW TO CHALLENGE

You may make representations to us against the imposition of the penalty charge in this PCN. Representations may be made online at [webpage], by email to [email address], by fax to [fax number] or by post to [correspondence address]. Please include any available supporting evidence. Representations must include the name, postal address and signature of the person making them. If representations are made online or by email then the name of the person making them must be in the message header or main body text, and will be taken to be the signature of that person.

The authority may disregard any representations received outside the period of 28 days beginning with the date of service of the PCN.

The statutory grounds for making representations are listed below. Whether or not any of the statutory grounds apply, you may also give other compelling reasons why we should cancel the penalty charge or refund any sum paid on account of the penalty charge. The statutory grounds for representation are that:

- the alleged contravention did not occur;
- you –
 - were never the owner of the vehicle in question,
 - had ceased to be the owner before the date on which the alleged contravention occurred, or
 - became its owner after that date;
- the vehicle had been permitted to remain at rest in place in question by a person who was in control of the vehicle without the owner's consent;
- you are a vehicle-hire firm and –
 - the vehicle in question was on hire under a hiring agreement at the time of the contravention, and
 - the person hiring the vehicle had signed a statement of liability acknowledging his liability in respect of any penalty charge notice served during the period of the hire agreement;
- the penalty charge exceeds the amount applicable in the circumstances of the case;
- there has been a procedural impropriety (described below) on the part of the enforcement authority;
- the traffic order (except where it is an order made under Schedule 9 of the Road Traffic Regulation Act 1984) which is alleged to have been contravened is invalid;
- a civil enforcement officer was not prevented from serving the original penalty charge notice by affixing it to the vehicle or handing it to the owner or person in charge of the vehicle;
- the PCN has already been paid.

"Procedural impropriety" means a failure by the enforcement authority to observe any requirement imposed on it by the Traffic Management Act 2004, or the relevant Regulations made under that Act in respect of the civil enforcement of parking contraventions, in relation to the imposition or recovery of a penalty charge or other sum.

If you are making representations to the effect that you acquired the vehicle after the date of the alleged contravention, or ceased to be the owner of the vehicle before that date, then your representations must include the name and address of the person from whom you acquired the vehicle, or to whom you disposed of it, if you have that information.

If you are a hire firm and are making representations to the effect that the vehicle was on hire at the time of the alleged contravention then your representations must include the name and address of the person to whom the vehicle was hired at the time.

A person who knowingly or recklessly makes a false representation regarding an important fact is guilty of an offence and on summary conviction may be liable for a fine of up to £5,000.

We will consider your representations and any supporting evidence, and serve a notice on you of our decision, within the period of 56 days beginning with the date on which we receive your representations, except where we have decided to disregard your representations by reason of their being received after the end of the period of 28 days beginning with the date of service of this PCN. If we accept your representations, we will cancel this PCN and you will not have to pay the

penalty charge. If you have made representations within the period of 28 days beginning with the date on which this PCN is served, or if you have made representations outside that period but we have not disregarded them, and we do not accept those representations, you will receive a notice of rejection. This will state, amongst other things, that you may appeal against the notice of rejection to an adjudicator and it will give information about the time limits for appealing to an adjudicator.

If after the last day of the period of 28 days beginning with the date on which this PCN is served no such representations have been made, and the penalty charge has not been paid, we may increase the penalty charge by 50% to £[increased amount] and may take steps to enforce payment of the increased charge.

At the end of this PCN you will find a form which you may find helpful as a means of making representations. However, you do not need to use it and you may make representations in any of the ways set out above.

HOW TO PAY

To pay:-

BY TELEPHONE: On [Payment phone number] between [times] on [days] using one of the debit or credit cards listed on the payment slip.

BY INTERNET: Go to [website address] and follow the online instructions.

BY POST: Complete the payment slip and return to [payment address] with either:

- a cheque or postal order payable to [payee details], or
- your payment or card payment authorisation.

All cheques and postal orders must have the PCN number and vehicle registration number written on the back. Please send a stamped self-addressed envelope if you would like a receipt.

Any other form of payment, including cash, will not be accepted.

IN PERSON: Complete the payment slip and bring it with your PCN and payment to [payment centre address(es)] between [times] on [days]. Payment can be made either by cheque, postal order, credit or debit card or in cash. If you pay by cash, please ensure that you obtain a receipt.

Please do not make any payment if you want to challenge this PCN

X

Payment slip- Please return with all payments sent by post or made in person.

Penalty Charge Notice number: [PCN number]

VRM: [VRM]

Date of Notice: [Date of notice]

The full penalty charge is £[full amount]. A reduced charge of £[reduced amount] is payable if paid not later than the last day of the period of 14 days beginning with the date on which the PCN was served.

Mr/Mrs/Ms/Miss: _____

Address: _____

Postcode: _____

Only complete the details below if you are making payment by credit or debit card.

Please debit my MasterCard / Visa / Maestro / Delta (delete as appropriate):-

Card Number: ____/____/____/____ Amount: £____ Date: _____

Card issue Date: __/__/____ Card expiry date: __/__/____ Issue number: ____

Name of Cardholder: _____ Signature of Cardholder: _____

MAKING REPRESENTATIONS

You may find the following form helpful as a means of making representations. However, you do not need to use it and you may make representations in any of the ways set out above.

If you think any of the grounds below applies, please indicate which by ticking the relevant box or boxes. In all cases, please give details in the space provided.

- ☐ The alleged contravention did not occur. – *Please explain why you think no contravention took place.*
- ☐ I never was the owner of the vehicle or I was not the owner of the vehicle at the time of the alleged contravention or I became its owner after that date. – *Where you ceased to be the owner of the vehicle before the date of the alleged contravention, you must include a statement of the name and address of the person to whom the vehicle was disposed of, if that information is in your possession. If you became the owner of the vehicle after that date, you must include a statement of the name and address of the person from whom the vehicle was acquired, if that information is in your possession. Please supply evidence of the disposal/acquisition (e.g. a sales receipt).*
- ☐ The vehicle had been permitted to remain at rest in the place in question by a person who was in control of the vehicle without the consent of the owner. – *Please enclose evidence (e.g. police crime report, insurance claim).*
- ☐ I am/We are a hire firm and the vehicle in question was at the material time hired from the firm under a hiring agreement; and the person hiring it had signed a statement acknowledging liability in respect of any penalty charge involving the vehicle during the period of the hire agreement. – *You must include a statement of the name and address of the person to whom the vehicle was hired at the material time. Please also supply a copy of the hire agreement and the hirer's statement acknowledging his liability.*
- ☐ The penalty charge exceeds the amount applicable in the circumstances of the case. – *Where you think you are being asked to pay more than you should legally pay.*
- ☐ There has been procedural impropriety on the part of the enforcement authority. – *Please describe the alleged impropriety.*
- ☐ The traffic order which is alleged to have been contravened was invalid. – *Where you believe the parking restriction in question was invalid or illegal.*
- ☐ That the penalty charge has already been paid in full, or the reduced charge has been paid within the specified period. – *Please provide details of the payment method, date and amount.*
- ☐ The Civil Enforcement Officer was not prevented from serving the notice. – *Where you believe that no such prevention of service took place.*
- ☐ Any other ground you wish to raise.

Details:

(Please continue on another sheet if necessary)

Ownership details: I was not the owner/keeper of the vehicle when the PCN was issued because:

<input type="checkbox"/> I have never owned the vehicle.	
<input type="checkbox"/> I disposed of the vehicle before the contravention on:	Name of person from whom acquired/to whom disposed:
<input type="checkbox"/> I acquired the vehicle after the contravention on:	Address of person from whom acquired/to whom disposed:
<input type="checkbox"/> We are a hire firm and the vehicle was on hire at the time.	

Please make sure you sign the following declaration if you want us to consider your representations.

I confirm that the above information is correct to the best of my knowledge. I understand that making a false statement may result in prosecution and a possible fine of up to £5,000.

..... (name in BLOCK CAPITALS)

..... (position in company, if relevant)

..... (signature)

..... (date)

Document 1.5 Declamp Sticker



London Borough of London

VEHICLE (with VRM)

DECLAMPED AT

ON (DATE)

LOCATION

.....

.....

WARNING: This vehicle should be moved as soon as possible. If it



London Borough of London

THIS VEHICLE

IS

ILLEGALLY PARKED

AND

HAS BEEN

AUTHORISED FOR

Document 1.7 Vehicle Removal and Release Record (Front)

London Borough of London

Vehicle removal and release record



Crew details

PCN Number

--	--	--	--	--	--	--	--	--	--	--	--

Vehicle Registration Mark

--	--	--	--	--	--	--	--	--	--	--	--

Code / Serial Number

--	--	--	--	--	--	--	--	--	--	--	--

Contravention Code

--	--	--	--	--	--

Immobilisation Date

Day	Month	Year			

Vehicle Location

--	--	--	--	--	--	--	--	--	--	--	--

Release Date

Day	Month	Year			

Was the vehicle previously clamped? (Y/N)

☐

Paid = P
Unpaid = U

☐

Unpaid Reason

☐

Amount o/s if unpaid

--	--	--	--	--	--

Authorising Officer

C.A.D. Ref

--	--	--	--	--	--

Signature (if in attendance):

Crew Call Sign

--	--	--	--	--	--

Vehicle details:

Tick all boxes that apply

Make:

Model:

Colour:

Type:

☐ Disabled badge

☐ Breakdown evident

☐ Vehicle entered

☐ Auto gearbox

☐ H.E.B. badge

☐ Emergency removal

☐ Driven

☐ Handbrake off

☐ Resident's permit

☐ Visible Property

☐ Towed

☐ De-cent

☐ Diplomatic plates

☐ Unlocked

☐ Lifted

☐ Street to street

Vehicle condition:

OFFSIDE



FRONT

NEARSIDE



REAR



TOP

Insert damage codes as applicable.

Additional details/remarks (e.g. visible property, radio etc.):

Person removing vehicle:

Signature:

Print surname:

Person completing form:

Signature:

Print surname:

Car pound reception officer

Confirmed vehicle handed over in above condition

Signature:

Print surname:

Time

--	--	--	--	--	--

Pound

Bay no.

Document 1.7 Vehicle Removal and Release Record (Back)

Driver returned **Vehicle returned at (time)** **to (signature)**

Authorising officer **Witness**

V.E.L. Expiry date

--	--	--	--	--	--

V.E.L. number

--	--	--	--	--	--	--	--

Complete this section in block letters. Verify details and show how verified

Driver's name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Tel. no.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Full address

How verified:

Owner's name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Tel. no.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Full address

How verified:

Please tick as appropriate:

☐

I was the driver who left the vehicle, index no.: at

☐

I am claiming vehicle, index no.: on behalf of the driver shown above.

Print surname **Signed**

Remarks:

Include name, address and phone number of claimant, and how verified (if different from above)

CHARGES

PCN fee £.....

Removal fee £.....

Storage fee £.....

(.... days at £.../day)

Total amount £.....

Releasing officer

Signature:

Print surname:

METHOD OF PAYMENT

CASH

Amount rec'd £.....

Change given £.....

CHEQUE

Cheque number

Bank sort code " " " "

Chq. card number

CREDIT/DEBIT CARD

Card type

Card number

Expiry date ____ / ____

Vehicle registration mark:

--	--	--	--	--	--	--	--	--	--

Code and Serial number

--	--	--	--	--	--	--	--	--	--

Vehicle transferred to **pound**
on (date)

Communications centre informed

at (time) **on (date)**

Received the vehicle described above at (time)

Print surname

Driver/ Owner/ Claimant's Signature

Document 1.8 Removal Release Fee Receipt (Front)

London Borough of London

Removal release fee receipt



PCN Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Vehicle Registration Mark

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Code / Serial Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Contravention Code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Immobilisation Date

Day		Month		Year															

Vehicle Location

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Release Date

Day		Month		Year															

Time

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Paid = P
Unpaid = U

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Unpaid Reason

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Amount o/s if unpaid

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Received from:

Name

Address

.....

.....

CHARGES

PCN fee £.....

Removal fee £.....

Storage fee £.....

(.... days at £.../day)

Total amount £.....

Driver details:

Name

Address

.....

METHOD OF PAYMENT

☐ CASH

Amount rec'd £.....

Change given £.....

Owner details:

Name

Address

.....

☐ CHEQUE

Cheque number

Bank sort code

Chq. card number

Notes - forms of ID produced etc.:

☐ CREDIT/DEBIT CARD

Card type

Card number

Expiry date

Receiving officers name

Signature

Comments:

Till receipt

OBJECTION PROCEDURE

Under the provisions of the Road Traffic Act 1991, you are required to pay the cost of the Penalty Charge Notice (PCN), as well as the removal fee before your vehicle can be released. You do, however, have the right to object but you must make your representations within 28 days of the date of this receipt.

The Council will consider any objections but there are also legal grounds for representations which are listed below:

- (a) that the contravention did not occur – *you will need to explain why you think no contravention took place;*
- (b) that the vehicle was parked by a person who was in control of it without the owner's consent – *you will need to enclose evidence (e.g. police crime report, insurance claim);*
- (d) that less than 15 minutes had elapsed after the end of paid for time – *please note that a parking ticket may be issued immediately after the end of paid for time, but the vehicle cannot be clamped for at least 15 minutes;*
- (e) that the penalty or other charge exceeded the amount applicable in the circumstances of the case – *you will need to explain why you think the charges are too high;*
- (f) that the relevant traffic order was invalid – *this only applies if the Council's regulations are legally defective.*

If you want to make representations, you should write to us at the following address:

[Correspondence address details]

Please quote the Penalty Charge Notice number and your vehicle's registration number on all correspondence. In all cases when you are making representations, you should provide as much evidence as possible to support your objection.

After we have considered your representations, we will write back to you. If we accept your representations, we will cancel the Penalty Charge Notice and refund the fees you have paid. If we do not accept them, you will have a 28 days to appeal against our decision to the Independent Adjudicator. We will tell you how to do this when we write to you.

If you want any more help or information, please call our help line on *[helpline phone number]*

[ENFORCEMENT AUTHORITY NAME]



REPRESENTATIONS AGAINST REMOVAL OF VEHICLE

You have a right to make representations to *[Enforcement Authority name]* if your vehicle was found in a civil enforcement area for parking contraventions, it was removed and:

- (a) you are required to pay an amount on recovery of the vehicle under s101A of the Road Traffic Regulation Act 1984, being the penalty charge payable in respect of the parking of the vehicle in the place from which it was removed, such unpaid earlier penalty charges relating to the vehicle as may be prescribed, together with any removal fee and any storage fees ("relevant charges");
- (b) you have received the sum by which the proceeds of sale of the vehicle exceed the amount of the relevant charges;
- (c) you have been informed that the proceeds of sale of the vehicle did not exceed the relevant charges; or
- (d) you have been informed that the vehicle was disposed of without there being any proceeds of sale.

The statutory grounds for making representations are listed below. Whether or not any of the statutory grounds apply, you may also give other compelling reasons why, in the particular circumstances of the case, the authority should:

- (a) refund some or all of the amount paid to secure the release of the vehicle or deducted from the proceeds of sale; or
- (b) waive its right to recover all or any of the sums due to it on account of the removal or disposal of the vehicle.

Please ensure your representations are received by the authority before the end of the period of 28 days beginning with the date that you were informed in writing of your right to make representations as the authority may disregard any representations received outside this 28 day period.

The statutory grounds for representation are that:

- the vehicle had not been permitted to remain at rest in a civil enforcement area for parking contraventions in circumstances in which a penalty charge was payable by virtue of regulation 4 of The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 ("General Regulations");
- the Civil Enforcement Officer (CEO) had not, in accordance with regulation 9 of the General Regulations, fixed a penalty charge notice (PCN) to the vehicle or handed such a notice to the person appearing to him to be in charge of the vehicle, before the vehicle was removed;
- at the time the vehicle was removed, the power, under paragraph (2) of regulation 5C of the Removal and Disposal of Vehicles Regulations 1986, to remove the vehicle
 - to another position on the road where it was found,
 - to another road, or
 - to a place which is not a on a road,was not exercisable by virtue of paragraph 3 of that regulation in that the vehicle concerned was in a parking place and a PCN had been served by affixing the PCN to the vehicle or by

handing the PCN to the person who it appeared to the CEO was in charge of the vehicle and the contravention consisted of or arose out of a failure to

- pay a parking charge with respect to the vehicle,
- to properly display a ticket or parking device, or
- remove the vehicle from the parking place by the end of the period for which the appropriate charge was paid,

and the appropriate period had not elapsed since the PCN was issued in respect of the contravention, being

- 15 minutes in the case of a vehicle as respects which there are three or more penalty charges outstanding, or
- 30 minutes in any other case;

- the vehicle had been permitted to remain at rest in the place where it was by a person who was in control of the vehicle without the consent of the owner;
- the place where the vehicle was at rest was not in a civil enforcement area for parking contraventions;
- the penalty charge or other charge paid to secure the release of the vehicle exceeded the amount applicable in the circumstances of the case; or
- there has been a procedural impropriety on the part of the enforcement authority.

“Procedural impropriety” means a failure by the enforcement authority to observe any requirement imposed on it by the Traffic Management Act 2004, the General Regulations or the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007 in relation to the imposition or recovery of a penalty charge or other sum.

Representations may be made online at *[webpage]*, by email to *[email address]*, by fax to *[fax number]* or by post to *[correspondence address]*. Please include any available supporting evidence. Representations must include the name, postal address and signature of the person making them. If representations are made online or by email then the name of the person making them must be in the message header or main body text, and will be taken to be the signature of that person.

We will consider your representations and any supporting evidence, and serve a notice on you of our decision, within the period of 56 days beginning with the date on which we receive your representations, except where we have decided to disregard your representations by reason of their being received after the end of the period of 28 days beginning with the date you were informed in writing of your right to make representations.

If we accept your representations on the basis that one or more of the statutory grounds apply, we will:

- (a) refund the relevant charges paid to have the vehicle released or otherwise deducted from the proceeds of sale except to the extent (if any) those sums were properly paid or deducted; and
- (b) inform you that the authority has waived the right to recover any sum which might otherwise have been due to it by way of a penalty charge or on account of the removal, storage or disposal of the vehicle.

If we accept your representations on the basis that there are compelling reasons why, in the particular circumstances of the case, some or all of the sums paid to secure the release of the vehicle or deducted from the proceeds of sale should be refunded, or the authority's right to recover all or any of the sums due to it on account of the removal or disposal of the vehicle should be waived, we will:

Document 1.9 Representations against Removal of Vehicle

- (a) refund the relevant charges paid to have the vehicle released or otherwise deducted from the proceeds of sale, or such of them as we consider appropriate; and
- (b) inform you that the authority has waived the right to recover any sum which might otherwise have been due to it by way of a penalty charge or on account of the removal, storage or disposal of the vehicle.

If you have made representations within the period of 28 days beginning with the date on which you were informed in writing of your right to make representations, or if you have made representations outside that period but we have not disregarded them, and we do not accept those representations, you will receive a notice which will state, amongst other things, that you may appeal to an adjudicator against our decision not to accept your representations and the notice will give information about the time limits for appealing to an adjudicator.

At the end of this document you will find a form which you may find helpful as a means of making representations. However, you do not need to use it and you may make representations in any of the ways set out above.

To make an enquiry about this document, or for any other information, please telephone **[Helpline phone number]** or send an e-mail to **[email address]**. Parking information is also available on **[website address]**.

Data Protection Statement

[Enforcement Authority name] will use information, including personal information, collected by means of this document for the enforcement of traffic contraventions and it may also be used for compatible purposes. The information may be disclosed to London Councils, other enforcement agencies and third parties where it is necessary and lawful to do so e.g. for the prevention and detection of crime. All information will be processed in accordance with the Data Protection Act 1998.

MAKING REPRESENTATIONS

Representation made in respect of PCN number: _____

Date of Contravention: _____

Date of Vehicle Release: _____

Vehicle Registration Number: _____

Name and Address of Driver		Name and Address of Payer	
Name		Name	
Address		Address	
Postcode		Postcode	

Please specify whether you are the:

Owner:

Driver:

Keeper:

Hirer:

Grounds for Representation

If you think any of the statutory grounds for making representations applies, please indicate which by ticking the relevant box or boxes. In all cases please give details in the space provided.

The vehicle had not been permitted to remain at rest in a civil enforcement area in circumstances in which a penalty charge was payable by virtue of regulation 4 of the General Regulations.

The CEO) had not fixed a PCN to the vehicle, or handed it to the person appearing to him to be in charge of the vehicle, before the vehicle was removed.

The power to remove the vehicle under paragraph 2 of regulation 5C of the Removal and Disposal of Vehicles Regulations 1986 was not exercisable by virtue of paragraph 3 of that regulation

The vehicle had been permitted to remain at rest in the place where it was by a person who was in control of the vehicle without the consent of the owner – *please provide evidence (e.g. police crime report, insurance claim).*

The place where the vehicle was at rest was not in a civil enforcement area for parking contraventions.

The penalty charge or other charge paid to secure the release of the vehicle exceeded the amount applicable in the circumstances of the case.

There has been a procedural impropriety on the part of the enforcement authority.

Please give a detailed account of the circumstances in which you parked the vehicle and provide any further evidence supporting your representations.

Document 1.9 Representations against Removal of Vehicle

Please use another sheet if necessary

Please make sure you sign the following declaration if you want us to consider your representations.

..... (name in BLOCK CAPITALS)

..... (position in company, if relevant)

..... (signature) (date)



London Borough of London

**THIS VEHICLE
IS
ILLEGALLY PARKED
AND
HAS BEEN**

**AUTHORISED FOR
CLAMPING**

DATE	TIME	PLACE
AUTHORISING OFFICER		EMPLOYEE NUMBER



London

London Borough of London

STOP!

THIS VEHICLE HAS BEEN CLAMPED

DO NOT TRY TO MOVE IT

**IT IS AN OFFENCE TO TRY AND REMOVE OR OTHERWISE
INTERFERE**

WITH THE WHEEL CLAMP

**PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS
NOTICE TO FIND OUT HOW TO HAVE THE VEHICLE
RELEASED**



London

London Borough of London

Your vehicle has been clamped – DO NOT try to move it while the clamp is in place.

Do not try to remove the clamp yourself as it is an offence to do so for which you could be fined.

In order to have the clamp removed, you have to pay a fee of £ (This includes a penalty charge of £ and a clamp release fee of £)

You can make this payment either:

a) by phone – call our payment line on [phone number] using one of the following debit or credit cards – [Switch, Delta, MasterCard, Visa]

Please have details of your vehicle's registration number and location with you when you make the call
or:

b) take the declamping instruction card to one of the payment centres listed below, where you can pay by cash or using a debit or credit card, or using a cheque supported by a cheque guarantee card (provided it will guarantee cheques to the required value).

- i. [Car pound address and opening times]
- ii. [Other possible payment centre address and opening times]
- iii. [Further possible payment centre address and opening times]

Please make payment and have the clamp removed as soon as possible as there is a possibility that your car will be removed if it is left clamped for too long, in which case the fee to recover your vehicle would be £ .

For other enquiries or in case of any emergency, please phone [24 hour helpline]

Please note that once you have had the clamp removed, you should move your vehicle as soon as possible in order to avoid any other enforcement taking place.



L o n d o n

London Borough of London

Declamping instruction card

Your vehicle has been clamped – DO NOT try to move it while the clamp is in place.

Do not try to remove the clamp yourself as it is an offence to do so for which you could be fined.

In order to have the clamp removed, you have to pay a fee of £ (This includes a penalty charge of £ and a clamp release fee of £)

You can make this payment either:

a) **by phone** – call our payment line on *[phone number]* using one of the following debit or credit cards – *[Switch, Delta, MasterCard, Visa]*. Please have details of your vehicle's registration number and location with you when you make the call,

or:

b) **in person** – take this declamping instruction card to one of the payment centres listed below, where you can pay by cash or using a debit or credit card, or using a cheque supported by a cheque guarantee card (provided it will guarantee cheques to the required value).

iv. *[Car pound address and opening times]*

v. *[Other possible payment centre address and opening times]*

vi. *[Further possible payment centre address and opening times]*

Please make payment and have the clamp removed as soon as possible as there is a possibility that your car will be removed if it is left clamped for too long, in which case the fee to recover your vehicle would be £ .

For other enquiries or in case of any emergency, please phone *[24 hour helpline]*

Please note that once you have had the clamp removed, you should move your vehicle as soon as possible in order to avoid any other enforcement taking place.



London

London Borough of London

OFFICIAL USE ONLY

Date/Time.....

VRM.....

Location.....

.....

PCN Contravention

Code.....

Signature of Authorising Officer.....

Employee number.....

[ENFORCEMENT AUTHORITY NAME]



REPRESENTATIONS AGAINST IMMOBILISATION OF VEHICLE

In accordance with Regulations made under the Traffic Management Act 2004 you are required to pay the penalty charge payable under the penalty charge notice (PCN) and the clamp release fee before your vehicle is released.

You have a right to make representations to *[Enforcement Authority name]*. The statutory grounds for making representations are listed below. Whether or not any of the statutory grounds apply, you may also give other compelling reasons why, in the particular circumstances of the case, the authority should refund some or all of the amount paid to secure the release of the vehicle.

Please ensure your representations are received by the authority before the end of the period of 28 days beginning with the date that you were informed in writing of your right to make representations (normally the lawful vehicle clamp release date) as the authority may disregard any representations received outside this 28 day period.

The statutory grounds for representation are that:

- the vehicle had not been permitted to remain at rest in a civil enforcement area in circumstances in which a penalty charge was payable under regulation 4 of The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 ("General Regulations");
- the vehicle had been permitted to remain at rest in the place where it was by a person who was in control of the vehicle without the consent of the owner;
- the place where the vehicle was at rest was not in a civil enforcement area for parking contraventions;
- in accordance with regulation 13 (limitations on the power to immobilise vehicles) of the General Regulations, there was in the circumstances of the case no power under those Regulations to immobilise the vehicle at the time it was immobilised or at all;
- the penalty charge, or other charge paid to secure the release of the vehicle ("clamp release fee"), exceeded the amount applicable in the circumstances of the case;
- there has been a procedural impropriety on the part of the enforcement authority.

"Procedural impropriety" means a failure by the enforcement authority to observe any requirement imposed on it by the Traffic Management Act 2004, the General Regulations or the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007 in relation to the imposition or recovery of a penalty charge or other sum.

Representations may be made online at *[webpage]*, by email to *[email address]*, by fax to *[fax number]* or by post to *[correspondence address]*. Please include any available supporting evidence. Representations must include the name, postal address and signature of the person making them. If representations are made online or by email then the name of the person making them must be in the message header or main body text, and will be taken to be the signature of that person.

A person who knowingly or recklessly makes a false representation regarding an essential fact is guilty of an offence and on summary conviction may be liable for a fine of up to £5,000.

We will consider your representations and any supporting evidence, and serve a notice on you of our decision, within the period of 56 days beginning with the date on which we receive your

representations, except where we have decided to disregard your representations by reason of their being received after the end of the period of 28 days beginning with the date you were informed in writing of your right to make representations.

If we accept your representations on the basis that one or more of the statutory grounds apply, we will refund the penalty charge and the clamp release fee paid to secure the release of the vehicle except to the extent (if any) those sums were properly paid. If we accept your representations on the basis that there are compelling reasons why, in the particular circumstances of the case, some or all of the sums paid to secure the release of the vehicle should be refunded, we will refund these sums or such of them that we consider appropriate.

If you have made representations within the period of 28 days beginning with the date on which you were informed in writing of your right to make representations, or if you have made representations outside that period but we have not disregarded them, and we do not accept those representations, you will receive a notice of rejection. This will state, amongst other things, that you may appeal against the notice of rejection to an adjudicator and it will give information about the time limits for appealing to an adjudicator.

At the end of this document you will find a form which you may find helpful as a means of making representations. However, you do not need to use it and you may make representations in any of the ways set out above.

To make an enquiry about this document, or for any other information, please telephone [Helpline phone number] or send an e-mail to [email address]. Parking information is also available on [website address].

Data Protection Statement

[Enforcement authority name] will use information, including personal information, collected by means of this document for the enforcement of traffic contraventions and it may also be used for compatible purposes. The information may be disclosed to London Councils, other enforcement agencies and third parties where it is necessary and lawful to do so e.g. for the prevention and detection of crime. All information will be processed in accordance with the Data Protection Act 1998.

MAKING REPRESENTATIONS

Representation made in respect of PCN number: _____

Date of Contravention: _____

Date of Vehicle Clamp Release: _____

Vehicle Registration Number: _____

Name and Address of Driver	Name and Address of Payer
Name	Name
Address	Address
Postcode	Postcode

Please specify whether you are the:

Owner: _____ Driver: _____ Keeper: _____ Hirer: _____

Grounds for Representation

If you think any of the statutory grounds for making representations applies, please indicate which by ticking the relevant box or boxes. In all cases please give details in the space provided.

The vehicle had not been permitted to remain at rest in a civil enforcement area in circumstances in which a penalty charge was payable under regulation 4 of General Regulations.

The vehicle had been permitted to remain at rest in the place where it was by a person who was in control of the vehicle without the consent of the owner – *please provide evidence (e.g. police crime report, insurance claim).*

The place where the vehicle was at rest was not in a civil enforcement area for parking contraventions.

In accordance with regulation 13 (limitations on the power to immobilise vehicles) of the General Regulations, there was in the circumstances of the case no power under those Regulations to immobilise the vehicle at the time it was immobilised or at all – *please provide evidence that a valid disabled person's or other recognised badge was properly displayed at the time of the alleged contravention; or please provide evidence, if you were parked in a parking bay that, following service of the PCN, the clamp was fitted before the appropriate period had elapsed, being 15 minutes where there were three or more penalty charges outstanding in relation to the vehicle or 30 minutes in any other case.*

The penalty charge or other charge paid to secure the release of the vehicle exceeded the amount applicable in the circumstances of the case.

There has been a procedural impropriety on the part of the enforcement authority.

Please give a detailed account of the circumstances in which you parked the vehicle and provide any further evidence supporting your representations.

Please use another sheet if necessary

Please make sure you sign the following declaration if you want us to consider your representations.

I confirm that the above information is correct to the best of my knowledge. I understand that making a false statement may result in prosecution and a possible fine of up to £5,000.

..... (name in BLOCK CAPITALS)

..... (position in company, if relevant)

..... (signature)

..... (date)

[ENFORCEMENT AUTHORITY NAME]

NOTICE TO OWNER

Traffic Management Act 2004



Owner Name
Owner Address 1
Owner Address 2
Owner Address 3
Town
Postcode

PCN Number: **[PCN number]**

Vehicle Registration Number: **[VRM]**

Make: **[Vehicle Make]**

Date of this Notice: [Postal date]

On **[PCN issue date]** a PCN was served by civil enforcement officer **[CEO number]** with respect to the above vehicle on the grounds of the following alleged parking contravention:

[Contravention code][Contravention description]

in: **[Contravention location]**

At: **[Contravention time]**

On: **[Contravention date]**

DO NOT IGNORE THIS NOTICE

This Notice to Owner is being served as **THE PCN HAS NOT BEEN PAID. YOU ARE LEGALLY RESPONSIBLE FOR COMPLYING WITH THIS NOTICE TO OWNER. Do not pass this Notice to the person who was in control of the vehicle at the time the alleged contravention occurred.**

To the right is a photograph or other camera evidence of your vehicle committing the alleged contravention.

The full penalty charge is £[full amount]. £[amount received] has been paid. PAYMENT OF £[BALANCE] IS NOW DUE.

The penalty charge **must** be paid not later than the last day of the period of **28 days** beginning with the date on which this Notice to Owner is served.



You may make representations to the authority against this Notice (refer below to the section headed "How To Challenge"). The authority may disregard any representations received outside the period of 28 days beginning with the date on which this Notice to Owner is served.

If you do not pay the penalty charge in full, or if you have not made representations to the authority, within the period of 28 days beginning with the date on which this Notice to Owner is served, the authority may increase the penalty charge by 50% to **£[increased amount]** and may take steps to enforce payment of the increased charge.

Data Protection Statement

The **[Enforcement authority name]** will use information, including personal information, collected through the service of this Notice to Owner for the enforcement of traffic contraventions and it may also be used for compatible purposes. The information may be disclosed to London Councils, other enforcement agencies and third parties where it is necessary and lawful to do so e.g. for the prevention and detection of crime. All information will be processed in accordance with the Data Protection Act 1998.

HOW TO PAY

You may pay this penalty charge online, by telephone, by post or in person. Full details on these methods of payment can be found with the detachable payment slip.

Please make cheques and postal orders payable to *[payee details]*, and write the PCN number and vehicle registration number on the back. Please do not send post-dated cheques, as they will not be accepted.

Please do not make any payment if you want to challenge this Notice to Owner.

HOW TO CHALLENGE

You may make representations to us against this Notice to Owner. Representations may be made online at *[webpage]*, by email to *[email address]*, by fax to *[fax number]* or by post to *[correspondence address]*. Please include any available supporting evidence. Representations must include the name, postal address and signature of the person making them. If representations are made online or by email then the name of the person making them must be in the message header or main body text, and will be taken to be the signature of that person.

The authority may disregard any representations received outside the period of 28 days beginning with the date of service of this Notice to Owner.

The statutory grounds for making representations are listed below. Whether or not any of the statutory grounds apply, you may also give other compelling reasons why we should cancel the penalty charge or refund any sum paid on account of the penalty charge. The statutory grounds for representation are that:

- that the alleged contravention did not occur;
- you –
 - were never the owner of the vehicle in question,
 - had ceased to be the owner before the date on which the alleged contravention occurred, or
 - became its owner after that date;
- the vehicle had been permitted to remain at rest in place in question by a person who was in control of the vehicle without the owner's consent;
- you are a vehicle-hire firm and -
 - the vehicle in question was on hire under a hiring agreement at the time of the contravention, and
 - the person hiring the vehicle had signed a statement of liability acknowledging his liability in respect of any penalty charge notice served during the period of the hire agreement;
- the penalty charge exceeded the amount applicable in the circumstances of the case;
- there has been a procedural impropriety (described below) on the part of the enforcement authority;
- the traffic order (except where it is an order made under Schedule 9 of the Road Traffic Regulation Act 1984) which is alleged to have been contravened is invalid;
- a civil enforcement officer was not prevented from serving the original PCN by affixing it to the vehicle or handing it to the owner or person in charge of the vehicle;
- the Notice to Owner should not have been served as the penalty charge had already been paid in full or had been paid within the specified period at the reduced amount.

“Procedural impropriety” means a failure by the enforcement authority to observe any requirement imposed on it by the Traffic Management Act 2004, or the relevant Regulations made under that Act in respect of the civil enforcement of parking contraventions, in relation to the imposition or recovery of a penalty charge or other sum.

If you are making representations to the effect that you acquired the vehicle after the date of the alleged contravention, or ceased to be the owner of the vehicle before that date, then your representations must include the name and address of the person from whom you acquired the vehicle, or to whom you disposed of it, if you have that information.

If you are a hire firm and are making representations to the effect that the vehicle was on hire at the time of the alleged contravention then your representations must include the name and address of the person to whom the vehicle was hired at the time.

A person who knowingly or recklessly makes a false representation regarding an essential fact is guilty of an offence and on summary conviction may be liable for a fine of up to £5,000.

We will consider your representations and any supporting evidence, and serve a notice on you of our decision, within the period of 56 days beginning with the date on which we receive your representations, except where we have decided to disregard your representations by reason of their being received after the end of the period of 28 days beginning with the date of service of this Notice to Owner. If we accept your representations, we will cancel this Notice to Owner and refund any sum paid in relation to the Notice. If you have made representations within the period of 28 days beginning with the date on which this Notice to Owner is served, or if you have made representations outside that period but we have not disregarded them, and we do not accept those representations, you will receive a Notice of Rejection. The Notice of Rejection will state that you must either pay the Penalty Charge or appeal in writing against the Council's decision to the independent adjudicator, including any further representations that you wish to make. Appeals must be made before the end of the period of 28 days beginning with the date of service of the Notice of Rejection or within such longer period as the adjudicator may allow.

If after the last day of the period of 28 days beginning with the date on which this Notice to Owner is served no such representations have been made, and the penalty charge has not been paid, we may increase the penalty charge by 50% to £[increased amount] and may take steps to enforce payment of the increased charge.

At the end of this Notice to Owner you will find a form which you may find helpful as a means of making representations. However, you do not need to use it and you may make representations in any of the ways set out above.

HOW TO PAY

To pay:-

BY TELEPHONE: On [Payment phone number] between [times] on [days] using one of the debit or credit cards listed on the payment slip.

BY INTERNET: Go to [website address] and follow the online instructions.

BY POST: Complete the payment slip and return to [payment address] with either:

- a cheque or postal order payable to [payee details] or
- your payment or card payment authorisation

All cheques and postal orders must have the PCN number and vehicle registration number written on the back. Please send a stamped self-addressed envelope if you would like a receipt.

Any other form of payment, including cash, will not be accepted.

IN PERSON: Complete the payment slip and bring it with your PCN and payment to [payment centre address(es)] between [times] on [days]. Payment can be made either by cheque, postal order, credit or debit card or in cash. If you pay by cash, please ensure that you obtain a receipt.

Please do not make any payment if you want to challenge this PCN

Payment slip- Please return with all payments sent by post or made in person.

Penalty Charge Notice number: [PCN number]

VRM: [VRM]

Date of Notice: [Date of notice]

Time served: [issue time]

The full penalty charge is £[full amount].

Mr/Mrs/Ms/Miss: _____

Address: _____

Postcode: _____

Only complete the details below if you are making payment by credit or debit card.

Please debit my MasterCard / Visa / Maestro / Delta (delete as appropriate):-

Card Number: _____ / _____ / _____ Amount: £ _____

Date: _____

Card Issue Date: ____ / ____

Card expiry date: ____ / ____

Issue number: ____

Name of Cardholder: _____ Signature of Cardholder: _____

MAKING REPRESENTATIONS

You may find the following form helpful as a means of making representations. However, you do not need to use it and you may make representations in any of the ways set out above.

If you think any of the grounds below applies, please indicate which by ticking the relevant box or boxes.

In all cases, please give details in the space provided.

- ☐ The alleged contravention did not occur. – *Please explain why you think no contravention took place.*
- ☐ I never was the owner of the vehicle or I was not the owner of the vehicle at the time of the alleged contravention or I became its owner after that date. – *Where you ceased to be the owner of the vehicle before the date of the alleged contravention, you must include a statement of the name and address of the person to whom the vehicle was disposed of, if that information is in your possession. If you became the owner of the vehicle after that date, you must include a statement of the name and address of the person from whom the vehicle was acquired, if that information is in your possession. Please supply evidence of the disposal/acquisition (e.g. a sales receipt).*
- ☐ The vehicle had been permitted to remain at rest in the place in question by a person who was in control of the vehicle without the consent of the owner. – *Please enclose evidence (e.g. police crime report, insurance claim).*
- ☐ I am/We are a hire firm and the vehicle in question was at the material time hired from the firm under a hiring agreement; and the person hiring it had signed a statement acknowledging liability in respect of any penalty charge involving the vehicle during the period of the hire agreement. – *You must include a statement of the name and address of the person to whom the vehicle was hired at the material time. Please also supply a copy of the hire agreement and the hirer's statement acknowledging his liability.*
- ☐ The penalty charge exceeded the amount applicable in the circumstances of the case – *if you think you are being asked to pay more than you should legally pay.*
- ☐ There has been procedural impropriety on the part of the enforcement authority. – *Please describe the alleged impropriety.*
- ☐ The traffic order which is alleged to have been contravened was invalid. – *Where you believe the parking restriction in question was invalid or illegal.*
- ☐ The Notice to Owner should not have been served as the penalty charge had already been paid in full, or the reduced charge had been paid within the specified period. – *Please provide details of the payment method, date and amount.*
- ☐ Any other ground you wish to raise.

Details:

(Please continue on another sheet if necessary)

Ownership details: I was not the owner/keeper of the vehicle when the PCN was issued because:

<input type="checkbox"/> I have never owned the vehicle.	
<input type="checkbox"/> I disposed of the vehicle before the contravention on:	Name of person from whom acquired/to whom disposed:
<input type="checkbox"/> I acquired the vehicle after the contravention on:	Address of person from whom acquired/to whom disposed:
<input type="checkbox"/> We are a hire firm and the vehicle was on hire at the time.	

Please make sure you sign the following declaration if you want us to consider your representations.

I confirm that the above information is correct to the best of my knowledge. I understand that making a false statement may result in prosecution and a possible fine of up to £5,000.

----- (name in BLOCK CAPITALS)

----- (position in company, if relevant)

----- (signature)

----- (date)

[ENFORCEMENT AUTHORITY NAME]

CHARGE CERTIFICATE

Traffic Management Act 2004



Owner Name
Owner Address 1
Owner Address 2
Owner Address 3
Town
Postcode

PCN Number: *[PCN number]*

Vehicle Registration Number: *[VRM]*

Date of contravention: *[Contravention date]*

Location of contravention: *[Contravention location]*

Date of Charge Certificate: *[Postal date]*

[Contravention Code and description]

A [Notice to Owner was sent to you on *[NtO postal date]* / Penalty Charge Notice (PCN) was issued on *[PCN issue date]*] which stated that you had to pay the penalty charge or to make representations as to why you believed you did not have to pay it within 28 days beginning with the date on which the Notice was served on you.

This Charge Certificate has now been served as you have not paid the penalty charge within the appropriate period and

[delete as appropriate]

[no representations were made in response to the [Notice to Owner / PCN]]

[we issued a Notice of Rejection of Representations made against the [Notice to Owner/PCN] and we have not been informed of an appeal having been made to the adjudicator]

[we issued a Notice of Rejection of the Adjudicator's Recommendation]

[an appeal was made to an adjudicator which was either unsuccessful or withdrawn].

As a result, the penalty charge has now increased by a surcharge of 50%:

Penalty Charge:	<i>£[amount of PCN]</i>
Charge Certificate Surcharge:	<i>£[amount of increase]</i>
Total Increased Penalty Charge:	<i>£[full amount]</i>

Amount Already Paid:	<i>£[payment received]</i>
Amount Now Due:	<i>£[amount owed]</i>

If we do not receive the amount now due before the end of the period of 14 days beginning with the date of service of this Charge Certificate, we may apply to the county court to register the Charge Certificate and, if a county court so orders, recover the amount due as if it were payable under a county court order. If the court makes such an order this will result in an additional charge of £7 and ultimately, if the charges remain unpaid, a warrant may be issued to Civil Enforcement Agents to recover the debt.

We strongly advise you to deal with this matter now, as Civil Enforcement Agents will add their costs, which may significantly increase the amount that will need to be paid.

To make an enquiry about this charge certificate, or for any other information, please telephone *[Helpline phone number]* or e-mail on *[email address]*. Parking information is also available on our website *[website address]*

Data Protection Statement

The *[Enforcement Authority name]* will use information, including personal information, collected through the issuing of this Charge Certificate for the enforcement of traffic contraventions and it may also be used for compatible purposes. The information may be disclosed to London Councils, other enforcement agencies and third parties where it is necessary and lawful to do so e.g. for the prevention and detection of crime. All information will be processed in accordance with the Data Protection Act 1998.

HOW TO PAY

To pay:-

BY TELEPHONE: On *[Payment phone number]* between *[times]* on *[days]* using one of the debit or credit cards listed on the payment slip.

BY INTERNET: Go to *[website address]* and follow the online instructions.

BY POST: Complete the payment slip and return to *[payment address]* with either:

- a cheque or postal order payable to *[payee details]* or
- your payment or card payment authorisation

All cheques and postal orders must have the PCN number and vehicle registration number written on the back. Please send a stamped self-addressed envelope if you would like a receipt. **Any other form of payment, including cash, will not be accepted.**

IN PERSON: Complete the payment slip and bring it with your PCN and payment to *[payment centre address(es)]* between *[times]* on *[days]*. Payment can be made either by cheque, postal order, credit or debit card or in cash. If you pay by cash, please ensure that you obtain a receipt.

Please do not make any payment if you want to challenge this PCN

Payment slip- Please return with all payments sent by post or made in person.

Penalty Charge Notice number: *[PCN number]*

VRM: *[VRM]*

Date of Notice: *[Date of notice]*

Time served: *[issue time]*

The full penalty charge is £*[full amount]*.

Mr/Mrs/Ms/Miss: _____

Address: _____

Postcode: _____

Only complete the details below if you are making payment by credit or debit card.

Please debit my MasterCard / Visa / Maestro / Delta (delete as appropriate):-

Card Number: ____/____/____/____ Amount: £____ Date: ____

Card Issue Date: __/__/__ Card expiry date: __/__/__ Issue number: ____

Name of Cardholder: _____ Signature of Cardholder: _____

Form TE3

Order for recovery of unpaid penalty charge (Parking)

To the respondent	Penalty Charge No.	
	Vehicle Registration No.	
	Applicant	
	Location of Contravention	
	Date of Contravention	
	Amount of charge	
	Court registration fee	
	Total amount to pay	

An order to recover a penalty charge has been made against you at the Traffic Enforcement Centre at the County Court Business Centre.

this is the date by which you **must** either; pay the total amount shown above or file a statement if you believe you have grounds for not paying the charge.

Note: If you have a query regarding the original penalty charge, you should contact the Local Authority that issued the penalty charge.

Paying total amount All payments and enquiries must be directed to this address: If you need any help or further information regarding payment you can call this number:	Filing a statement Note: there are only four limited grounds on which you can make a statement (see form TE9 for details). Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in any document verified by a statement of truth without an honest belief in its truth. If you want to file a Witness statement - unpaid penalty charge (parking – form TE9), you can do so by email or by post <ul style="list-style-type: none"> • By email - download form TE9 from www.hmcourts-service.gov.uk/cms/tec.htm complete form and send it to customerservice.tec@hmcourts-service.gsi.gov.uk • By post - by completing the enclosed form TE9 and sending it to the Traffic Enforcement Centre at the address below. If you need any help or further information on completing the form then visit www.hmcourts-service.gov.uk/cms/tec.htm
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If you do nothing your possessions may be removed and sold to pay this charge.

If you need more time to file a statement, you may apply using form TE7. For details on how to make an application or to discuss further please contact the Traffic Enforcement Centre on 0300 123 1059

Drawn on the authority of: Traffic Enforcement Centre, County Court Business Centre,
St Katharine's House, 21 – 27 St Katharine's Street, Northampton, NN1 2LH or tec@hmcts.gsi.gov.uk

An order to recover a penalty charge has been made against you at the Traffic Enforcement Centre at the County Court Business Centre.

You must by the date shown (overleaf) either

- Pay the total amount due to the local authority detailed;

OR

- File a Witness Statement on the enclosed form TE9 and send it to the Traffic Enforcement Centre at the address given below.

Making a Witness Statement

You may make a witness statement under the following grounds, which apply to you.

Note: If your penalty charge relates to a London Borough Parking Contravention you may make a witness statement under **ONE** of the following grounds

- You paid the penalty charge notice in full. You must provide details of the date payment was made, the method of payment i.e. cash, cheque etc. and who the payment was made to. **Please note you may be asked to provide proof of payment upon request.**
- You did not receive the notice to owner / penalty charge notice.
- You made representations about the penalty charge to the Local Authority within 28 days service of the notice to owner and you did not receive a reply (rejection notice).
- You appealed against the Local Authority's decision to reject your representation within 28 days service of the rejection notice, but you had no response to your appeal.

Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in an application verified by a statement of truth without an honest belief in its truth.

If you need more time in which to file your witness statement you may apply using form TE7 - Application to file a statement out of time. This application is only to extend time for filing the witness statement, it is not why you are disputing the original penalty charge.

The application **MUST** be completed by the named 'respondent'.

The application can only be completed and signed by a litigation friend if the respondent is a protected party
(a party who lacks capacity within the meaning of the Mental Capacity Act 2005 to conduct legal proceedings).

What is a litigation friend? - A person who conducts legal proceedings on behalf of a person who lacks capacity within the meaning of the Mental Capacity Act 2005 (see Part 21 (children and protected parties) of the Civil Procedure Rules).

For details on how to make an application or to discuss further please contact the Traffic Enforcement Centre on 0300 123 1059

If you do nothing your possessions may be removed and sold to pay this charge.

Drawn on the authority of: The Traffic Enforcement Centre at County Court Business Centre,
St Katharine's House, 21 – 27 St Katharine's street, Northampton, NN1 2LH

Form TE9

Witness statement – unpaid penalty charge (Parking)

Please complete this form in black ink using BLOCK CAPITALS

Traffic Enforcement Centre County Court Business Centre St. Katharine's House 21 – 27 St. Katharine' Street Northampton, NN1 2LH	Penalty Charge No.	
	Vehicle Registration No.	
	Applicant	
	Location of Contravention	
	Date of Contravention	

You must ensure that all details above are correctly entered from the form TE3 - Order for Recovery of unpaid penalty charge (Parking).

Title ☐ Mr. ☐ Mrs ☐ Miss ☐ Ms. ☐ Other

Full name
(Respondent)

--

Address

Postcode

Company name (if vehicle owned and registered by a company)

--

The above named witness, declares that: Tick all boxes that apply to you.

Note: If your penalty charge relates to a London Borough Parking Contravention tick only ONE box

- | | |
|---|---|
| <input type="checkbox"/> I did not receive the Notice to Owner / Penalty Charge Notice (Parking contravention). | <input type="checkbox"/> I appealed against the local authority's decision to reject my representation, within 28 days of service of the rejection notice, but have had no response to my appeal. |
| <input type="checkbox"/> I made representations about the penalty charge to the enforcing authority concerned within 28 days of the service of the Notice to Owner, but did not receive a rejection notice. | <input type="checkbox"/> The penalty charge has been paid in full. |
- Date it was paid**
- How was it paid** Cash/Cheque/Debit/Credit card
- To whom was it paid**

Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in an application verified by a statement of truth without an honest belief in its truth.

Statement of truth

(I believe) (The witness believes) that the facts stated in this application are true.

Signed		Date	
--------	--	------	--

(witness) (person signing on behalf of the witness)

Print full name	
-----------------	--

If you are signing on behalf of the witness, are you

<input type="checkbox"/> An officer of the company	<input type="checkbox"/> A Partner of the firm	<input type="checkbox"/> A Litigation friend acting on behalf of a protected party within the meaning of the Mental Capacity Act 2005
--	--	---

You may make a witness statement under the following grounds, which apply to you:

Note: If your penalty charge relates to a London Borough Parking Contravention you may make a witness statement under ONE of the following grounds

- You paid the penalty charge notice in full. You must provide details of the date payment was made, the method of payment i.e. cash, cheque etc and who the payment was made to. **Please note you may be asked to provide proof of payment upon request.**
- You did not receive the notice to owner / penalty charge notice.
- You made representations about the penalty charge notice to the Local Authority within 28 days of service of the notice to owner but did not receive a reply (rejection notice).
- You appealed against the Local Authority's decision to reject your representation within 28 days, but you had no response to your appeal.

Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in a witness statement verified by a statement of truth without an honest belief in its truth

You must file the witness statement by the date shown on the Order for recovery.

Once completed send to the Traffic Enforcement Centre at

County Court Business Centre
St Katharine's House,
21 – 27 St Katharine's Street
Northampton
NN1 2LH

or tec@hmcts.gsi.gov.uk

Form TE7

Application to file a statement out of time/extension of time (Parking)

Please complete this form in black ink using BLOCK CAPITALS

Traffic Enforcement Centre County Court Business Centre St. Katharine's House 21 – 27 St. Katharine' Street Northampton, NN1 2LH
--

Penalty Charge No.	
Vehicle Registration No.	

You must ensure that all details above are correctly entered from the form TE3 - Order for Recovery of unpaid penalty charge (Parking).

This application must be completed (Read notes overleaf) before sending the statement to the Traffic Enforcement Centre at the above address or tec@hmcts.gsi.gov.uk

If your application is refused you may apply to review the Court Officers decision. The matter will then be transferred to your local county court. **Please note:** The District Judge will only consider whether there is good reason to file the Witness Statement out of time and will **NOT** hear the case of the alleged traffic contravention.

Title ☐ Mr. ☐ Mrs ☐ Miss ☐ Ms. ☐ Other

Full name (Respondent)

Address

Postcode	

Company name (if vehicle owned and registered by a company)

--

The above named respondent applies for permission to file a statement Choose option to file a witness statement:

Reason(s):

--

Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in an application verified by a statement of truth without an honest belief in its truth.

Statement of truth

Choose option that the facts stated in this application are true.

Signed		Date	
--------	--	------	--

Choose option

Print full name	
-----------------	--

If you are signing on behalf of the respondent, are you

<input type="checkbox"/> An officer of the company	<input type="checkbox"/> A Partner of the firm	<input type="checkbox"/> A Litigation friend acting on behalf of a protected party within the meaning of the Mental Capacity Act 2005
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Making an application to file a statement out of time

You may make an application to file a statement out of time under one of the following:

- You request permission to file a statement as the date shown on the order for recovery, has since elapsed.

Or

- You are still within the deadline given on the order for recovery, however require more time to file a statement, extension of time.

You must give the specific reasons why you are applying for an extension of time or filing an out of time application.

These should **NOT** be the reasons why you are disputing the original penalty charge.

Please note: If you are applying to file a statement out of time you must attach the statement TE9 to your application.

The application will be referred to a Court Officer for a decision without a hearing. If your application to file a witness statement out of time is refused you may apply to review the Court Officers decision. The application will be transferred to your local county court.

Please note: The District Judge will only consider the application to file the witness statement out of time **NOT** to hear the case of the alleged traffic contravention.

Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in an application verified by a statement of truth without an honest belief in its truth

The application **MUST** be completed by the named 'respondent'.

The application can only be completed and signed by a litigation friend if the respondent is a protected party (a party who lacks capacity within the meaning of the Mental Capacity Act 2005 to conduct legal proceedings).

What is a litigation friend? - A person who conducts legal proceedings on behalf of a person who lacks capacity within the meaning of the Mental Capacity Act 2005 (see Part 21 (children and protected parties) of the Civil Procedure Rules).

Once completed send to the Traffic Enforcement Centre:

County Court Business Centre
St Katherine's House,
21 – 27 St Katherine's Street
Northampton
NN1 2LH