

There are set grounds on which you may make representations. If you think that one or more of the listed grounds applies to your case, complete the form and return it to the Council. The letter you are sent if your Representations are unsuccessful will explain how you can appeal to an Independent Adjudicator.

How to make Representations

If you believe that the penalty charge should not be paid you may make representations to Birmingham City Council. Representations must be in writing and you may use this form. The representations may be made by:

- **Post to Birmingham City Council, Highways 4/6, PO Box 14438, Birmingham B2 2JD**
- **Fax to 0121 303 7797**
- **On-line www.birmingham.gov.uk/pcn**

If you are unable to use any of these methods or have any other enquiry, please telephone **0121 464 7474**, Monday to Saturday 09.30 hours - 17.30 hours

Representations which are made after the end of the 28 day period specified on the first page of this Notice may be disregarded. This Notice will be taken to have been served on the second working day after the day of posting unless you can show that it was not. *For more information on this, please turn to the last page of this Notice.* If you submit your representations late, you should explain why.

The statutory grounds on which representations may be made are set out below together with an indication of the information which you should supply in support of your representations. It is important to provide all relevant information. Tick the relevant boxes and write your reasons in the box on the following page. This Notice will be cancelled if one or more of the specified grounds is established. This Notice may be cancelled for other compelling reasons even if one of the specified grounds apply. If the Notice is cancelled any sums already paid will be refunded.

If your representations are received in time or are received late but are taken into account, Birmingham City Council will let you know its decision in writing not later than the last day of the period of 56 days beginning with the date on which your representation was served on it. If it fails to do so, this Notice will be cancelled and any sums already paid will be refunded. If your representations are rejected, you have the right to appeal against that decision to an Independent Adjudicator. An appeal form will be sent with the letter rejecting your representations. You can put your case to the Adjudicator in person, by post or lodge your appeal on-line, as you prefer.

The Notice of Rejection, accompanying leaflet and appeal form, will explain how and when to appeal to the Adjudicator.

Birmingham City Council's policy about late representations and/or representations not covered by the statutory grounds can be found on www.birmingham.gov.uk/PCN.

Further information about Civil Parking Enforcement (including PCNs and NTOs) is available online at www.patrol-uk.info.

The Specified Grounds

- ☐ **The alleged contravention did not occur.**
(Please explain why you believe no contravention took place).
- ☐ **I was never the owner of the vehicle in question / or I had ceased to be its owner before the date on which the alleged contravention occurred / or I became its owner after the date on which the alleged contravention occurred.**
(If you bought or sold the vehicle you **must** give the new or former owner's name and address if you have it. Please also provide the date of the transaction and any other details, and include any documents such as an invoice or bill of sale).
- ☐ **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.**
(Tick this box if your vehicle was stolen or taken without your consent. Please provide any supporting information that you may have e.g. any crime reference or insurance claim reference).
- ☐ **We are a vehicle-hire firm and the vehicle was hired under a hiring agreement and the hirer had signed a statement acknowledging liability for any PCN issued during the hiring period.**
(The hiring agreement **must** be one which contained certain prescribed particulars. You **must** supply the name and address of the hirer. Please also supply a copy of the signed agreement).
- ☐ **The penalty charge exceeded the amount applicable in the circumstances of the case.**
(Tick this box if you think you are being asked to pay more than is required by law and explain why).
- ☐ **There has been a procedural impropriety by the enforcement authority.**
(Tick this box if you believe that Birmingham City Council has failed to comply with any requirement imposed by the Traffic Management Act 2004, by the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007 or by the Civil Enforcement of Parking Contraventions (England) General Regulations 2007 Regulations. Please set out the statutory requirement, time limit or other procedural step with which you believe that the Council has failed to comply).
- ☐ **The Order which is alleged to have been contravened in relation to the vehicle concerned is invalid.**
(Please explain why you believe that the Order in question is invalid. *Please note that this ground will not apply in respect of a provision in an Order to which Part VI of Schedule 9 to the Road Traffic Regulation Act 1984 applies*).
- ☐ **This Notice should not have been served because the penalty charge had already been paid:**
(i) in full; or
(ii) at the discounted rate set in accordance with Schedule 9 to the Traffic Management Act 2004 and within the time specified in paragraph 1(h) of the Schedule to the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.
(Please indicate the amount of the payment made and when and how the payment was made and include any supporting documentary information such as a receipt or bank statement.
N.B. The discounted rate was 50% of the penalty charge and should have been paid not later than the last day of the period of 14 days beginning with the date on which the PCN is served).

Other Grounds

- ☐ If there are any other reasons not listed above why you consider the Council should cancel this Penalty Charge Notice please tick this box and set out those reasons in full in the box on the following page.

HOW TO PAY

Payment should only be made if the Notice is not disputed

Cash, Credit Card, Cheque, Postal Order



Switch, Delta, Mastercard & Visa

- **By telephone – 0121 667 9300 (24 hours / 7 days a week)**

Credit / Debit card payments only

Automated payment line 0121 667 9300 (24 hours / 7 days a week)

Please have vehicle details and PCN number ready

- **Pay on-line** - www.birmingham.gov.uk/PCN - have vehicle details and PCN number ready

- **By post** using the payment slip below to: Birmingham City Council, Highways, PO Box 77, Birmingham B4 7WA. Allow 2 working days for 1st class post and 5 working days for 2nd class post.

- **Cash Payments** can be made at any Post Office if this Notice has a barcode printed on it. Please note that payment cannot be made at PayPoint outlets. Please take care that the barcode does not become damaged as it may become unreadable. There is no charge for this service.

Do NOT send cash or make credit card payment by post

Notice of Completion

1. Driver was allowed 14 days to pay a 50% discounted sum. Any sum already paid, as shown overleaf, was insufficient to clear the charge in full.
2. As it appears that you are the owner of the vehicle (or the person who was hiring the vehicle) at the time the parking ticket (Penalty Charge Notice) was issued, you are legally liable for the penalty charge even if you were not the driver at the time.
3. It is now **too late** to pay the 50% discounted rate, you therefore have two options.

Pay/Dispute

- 4 a) PAY – Pay the penalty charge in full using an above method
b) DISPUTE – Make Representations to the Council

Please complete your details before returning this slip with your payment.

Name: Mr/Mrs/Miss/Ms	
Address:	
.....	
.....Post code:.....	
PCN Number:.....	Vehicle Reg. No

Make cheques or postal orders payable to **Birmingham City Council (Highways)** and write the PCN number on the reverse.

If you would like a receipt, please enclose a stamped, addressed envelope.