



## HOW TO PAY

- **Online at [www.councilparking.org/lincoln](http://www.councilparking.org/lincoln)** Follow links for online payments.
- **By telephone** Credit/Debit card payments only. Automated payment line 0300 777 0123 (24 hours/7 days). Have vehicle details and PCN number ready.  
Please allow until 10am on the following day for the above 2 methods.
- **By post** using the payment slip below to: Central Processing Unit, PO Box 10282, Nottingham, NG17 0DX. Make the cheque/postal order payable to **Lincolnshire Parking** and write the PCN number on the reverse.

### IF YOU BELIEVE THAT THE PENALTY SHOULD NOT BE PAID AND WISH TO CHALLENGE THIS PCN

- **Online at [www.councilparking.org/lincoln](http://www.councilparking.org/lincoln)** You will need your PCN number and vehicle registration number. Follow the link to challenge a PCN. Please allow until 10am on the following day.
- **Write to** Central Processing Unit, PO Box 10282, Nottingham, NG17 0DX

**Please quote the PCN number, the vehicle registration, and your return address in all contacts.**

All cases will be considered on their individual circumstances. If you challenge this PCN within 14 days and the challenge is rejected, the Council will usually re-offer the 14 day discounted period.

### IF THE PENALTY CHARGE IS NOT PAID OR CHALLENGED

If the penalty charge is not paid on or before the end of the 28 day period as specified on the front of this notice, or successfully challenged, the Council may serve a Notice to Owner (NtO) on the owner of the vehicle, requiring payment of the penalty charge. The Owner can make representations to the Council and may appeal to an independent adjudicator if those representations are rejected. The NtO will contain instructions for doing this. Representations made about this PCN before the NtO is served will be considered, however once the DVLA registered keeper checks are confirmed and the NtO served, the registered keeper must make representations by following the instructions on the NtO. If you challenge this PCN but the Council issues an NtO anyway, the registered keeper must follow the instructions on the NtO.

Further information about Civil Parking Enforcement, including PCNs and NtOs is available online at [www.patrol-uk.info](http://www.patrol-uk.info)

#### Data Protection

Personal data has been collected in order to serve this Penalty Charge Notice and enforce the parking restrictions. As the Local Authority shown overhead believes that a contravention has occurred, data may be collected, processed, shared and retained in order to carry out the performance of a public task and fulfil our legal obligations. Data is shared with the controller, Nottingham County Council, using the Central Processing Unit, PO Box 10280, Nottingham, NG17 0DX.

In relation to the personal data which we may hold about you, you have the right to have access, rectify or object to incorrect information. Under Data Protection law we must verify your identity and explain to you our reasons if we do not agree to carry out your request.

For further information on how we process data, in the first instance please write to: Central Processing Unit, PO Box 10280, Nottingham, NG17 0DX. Email: [parking.enforcement@notsc.gov.uk](mailto:parking.enforcement@notsc.gov.uk)

Tel: 0300 777 0123 (Option 2).

You also have the right to complain to the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

Details here

### Payment slip

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

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Make cheques or postal orders payable to **Lincolnshire Parking** and write the PCN number, your name and address on the reverse.  
If you would like a receipt, please enclose a stamped addressed envelope.