



To review evidence, make representation or make payment against the issue of the PCN please use [www.bradford.gov.uk](http://www.bradford.gov.uk)

Receipt of a payment will close this case and representation may not be considered. Please allow one working day after the issue of the PCN before making payment.

#### Representations / Appeals

If challenging the issue of the PCN, you will need the PCN reference number, vehicle registration number, your full name and address and attach copies of any supporting evidence. At this initial stage, representations are considered as "informal representations".

If they are received within the 14 day discount period but are rejected, you will be allowed a further 14 days to pay the reduced charge.

If the penalty charge is not paid before the end of the period of 28 days beginning with the date on which the PCN was served, a Notice to Owner (NtO) may be served by the Council on the registered keeper of the vehicle.

The keeper of the vehicle is entitled to make formal representations to the Council against the PCN and may appeal to an independent adjudicator if those representations are rejected. If representations against the PCN are received at the address shown below before an NtO is served, those representations will be considered, but, if you make representations against the PCN but an NtO is served, the owner must follow the instructions on the NtO.

Please address your representations to:

**Bradford Council**

**PO Box 848**

**Parking Services**

**Bradford**

**BD1 5UH**

**Methods of payment.**

#### Methods of Payment

Receipt of a payment will close this case and representation may not be considered. Please allow one working day after the issue of the PCN before making payment.

#### On-Line Payment (24 hours a day)

Payment can be made over the internet by going to the City of Bradford Metropolitan District Council website at [www.bradford.gov.uk](http://www.bradford.gov.uk) and following the instructions. Please have your Penalty Charge Notice number and your vehicle registration number to hand.

#### Telephone Payments

You can pay by calling our telephone payment line on 0845 130 6800 24 hours a day, 7 days a week, using a debit or credit card (all major cards accepted excluding American Express).

#### Payment by Post

Please complete the payment slip below and send it with your cheque or postal order made payable to 'Bradford Council'.

Customer Payments

Dept 5,

Britannia House

Hall Ings

Bradford

BD1 1HX



Find out where your nearest PayPoint is: [www.paypoint.co.uk/paypointlocator](http://www.paypoint.co.uk/paypointlocator)  
Take your PCN to any PayPoint.  
Pay by cash ONLY.



Find out where your nearest Post Office is here: [www.royalmail.com/branch-finder](http://www.royalmail.com/branch-finder)  
Take your PCN to any Post Office.  
Pay by cash ONLY.

If you require a receipt, please provide a stamped addressed envelope.  
**Please do not send cash through the post.**

For further information, visit: [www.bradford.gov.uk](http://www.bradford.gov.uk)  
or call (01274) 434300

Detach here

**Complete and return this PCN when paying by post**

Your Name .....

Your Address .....

.....

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Postcode .....

Any disclosures will be in accordance with the Council's  
Registration under the Data Protection Act.