

HOW TO PAY

By telephone Credit / debit card payments only. Automated payment line 0345 145 0071 at all times. Have card and vehicle details and PCN number ready.

Online at www.bradford.gov.uk. Follow links for **online payments**

By post to Customer Payments Dept 5, Britannia House, Hall Ings, Bradford BD1 1HX
Cheques to be made payable to "Bradford Council".

In person:



Find out where your nearest Paypoint is: www.paypoint.co.uk/paypointlocator
Take this letter to any PayPoint.
Pay by cash only.



Find out where your nearest Post Office is: www.royalmail.com/branch-finder
Take this letter to any Post Office.
Pay by cash, cheque (payable to "Post Office Ltd") or Credit / Debit card.

HOW TO MAKE REPRESENTATIONS

To review evidence, make representation or make payment against the issue of the PCN please visit www.bradford.gov.uk or by writing to **Parking Services, PO Box 848, Bradford, BD1 5UH**. Please allow time for postage. If you are unable to use any of these methods or have any other enquiry, please telephone 01274 434300. **Payment in full will close the case and no further correspondence disputing this Penalty Charge Notice will be considered**

The statutory grounds on which representations may be made are set out below. It is important to provide all relevant information. Tick the relevant boxes and write a letter with your reasons. 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 none of the specified grounds apply.

If your representations are rejected, you have the right to appeal against the decision to an independent Adjudicator. An appeal form will be sent with the letter rejecting your representations. The form will explain how and when to appeal to the adjudicator. **You cannot appeal to the independent adjudicator until you have made representations to the council.**

THE GROUNDS FOR REPRESENTATIONS

- **The alleged contravention did not occur.**
- **The alleged contravention is the subject of criminal proceedings or a fixed penalty notice as defined by section 52 of the Road Traffic Offences Act 1988;**
- **The recipient had never been the owner of the vehicle, had ceased to be its owner on the date of the alleged contravention or become its owner after the date of the alleged contravention.**
- **Although the recipient had hired the vehicle in question there was, at the time of the alleged contravention, no hiring agreement and he, or a person authorised to do so on his behalf, had not signed a statement of liability in respect of penalty charges incurred during the period of the hiring agreement,**
- **The recipient was the vehicle owner but on the date of the alleged contravention the vehicle was subject to a hiring agreement, was kept by a vehicle trader, or that control of the vehicle had been taken without the consent of the owner; or**
- **The penalty charge exceeded the amount applicable in the circumstances of the case.**

Please see overleaf for photographic evidence.