

## HOW TO MAKE REPRESENTATIONS

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

Whilst the circumstances of each case will be considered on its own merits, explanations such as the following are unlikely to be accepted:-

- |   |   |
|---|---|
| I went to get some change for the machine | I lent the car to a friend and he will not pay the ticket |
| I could not find anywhere else to park    | This is too much money to ask for a parking contravention |
| My permit application is in the post      | There was no need for a yellow line anyway                |
| I was only there for two minutes          | I am not the keeper because I hired/leased the vehicle    |

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 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 that 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.**

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

### THE GROUNDS FOR REPRESENTATIONS

- **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 copies of 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 on hire 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 qualifies by containing 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 the City of Bradford Metropolitan Council has failed to comply with any requirement imposed by the Traffic Management Act 2004.
- **The penalty charge has been paid in full.** (Please provide a copy and/ or receipt)
- **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)

### OTHER GROUNDS

- **If there are any other reasons why you consider the Council should cancel the penalty charge notice and refund any sum already paid please tick this box and set out those reasons in full.**