

SECTION 1 : PENALTY CHARGE NOTICE BEING IN A BUS LANE

VEHICLE REGISTRATION NUMBER «PCN_Registration_Num»

PENALTY CHARGE NOTICE NUMBER «PCN_Ticket_Num»

PCN ISSUE DATE «PCN_NTO_Date»

To: «Offender_Address_Name»
«Offender_Business_Name»
«Offender_Address_1»
«Offender_Address_2»
«Offender_Address_3»
«Offender_Address_4»
«Offender_Town»
«Offender_Post_Code»



**Brighton & Hove
City Council**

Brighton & Hove City Council
P.O. Box 204
Sheffield, S98 1LS

This "Penalty Charge Notice (PCN)" has been sent to you, as the registered owner/keeper of the vehicle because the Council believe you are liable to pay a penalty charge following the camera recording of it being in a bus lane, under the Traffic Management Act 2004 and The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022.

As the registered owner/keeper of the vehicle or the person who was hiring the vehicle at the time the PCN was issued, you are legally liable for the penalty charge even if you were not the driver at the time. The date the PCN is served is presumed to be effected on the person addressed on the second working day after the day on which it was posted. 21 days is allowed from the date the PCN is served to pay a discounted sum. The due date of the discounted sum is shown in Section 2.

On «PCN_Issue_Date»

you were the registered owner/keeper/hirer

of VEHICLE REGISTRATION MARK «PCN_Registration_Num»

You have been issued with a PENALTY CHARGE NOTICE
number «PCN_Ticket_Number»

because the vehicle was allegedly involved in the
contravention of being in a bus lane, (contravention code number 34),

in (place) «PCN_Street_or_Carpark_Name»

at (time): «PCN_Issue_Time»

THE PENALTY CHARGE of £70 must be paid within 28 days of the date this
PCN is served. IF THE PENALTY CHARGE IS PAID WITHIN 21 DAYS OF THE
DATE THE PCN IS SERVED A REDUCED AMOUNT OF £35 IS PAYABLE.

«PCN_Photo_1»

YOU MUST NOT IGNORE THIS NOTICE. If the Penalty Charge is not paid (see section 2), or you have not made representation to the council (see section 3) before the end of 28 days of the date the PCN was served, a charge certificate may be served on you increasing the penalty by 50% to £105. Failure to pay the increased amount may result in a county court order against you and a warrant being issued to Enforcement Agents, if the Court so orders. YOU MUST PAY OR CHALLENGE

To take advantage of the early payment rate of £35 you must either PAY or CHALLENGE within 21 days from the date the PCN was served

- 1. PAY** Pay the Penalty Charge Notice in full by following the instructions on the bottom of the reverse page, OR
2. CHALLENGE (see section 3). The grounds on which you can make representations are explained in section 3. If you think that one or more of the listed grounds applies to your case, complete the form and return it to the address shown at the top of this form. The Council will consider your representation and if you have sufficient grounds, the Council will cancel the Penalty Charge Notice. If the Council reject your representations, you can appeal against the decision to the Parking Adjudicator who acts independently. The letter you are sent if your representations are unsuccessful will explain how to appeal. If neither payment nor representations have been received before the end of 28 days from the date the PCN was served your right to appeal may be lost and a charge certificate may be sent to you which increases the amount of the Penalty Charge by a further 50% on the full rate of £105. If the Charge Certificate is not paid, the increased amount will be registered as a debt at the County Court and a warrant may be issued against you for Enforcement Agents to recover the debt.

SECTION 2 : PAYMENT

For payment options see overleaf

Payment Slip (only applicable if you do not have access to the internet and you are paying by post)

You must complete this slip in block capitals and return it with your payment to the address below.

Brighton & Hove City Council, Parking Services, G39, Hove Town Hall, Norton Road, Hove, BN3 3BQ.

Penalty Charge Notice:	«PCN_Ticket_Numbe	Name:
Vehicle Registration No:	«PCN_Registration_	Address:
PCN Reduced Payment Due Date:	Amend to postal date + 25 days	
Payment Amount Due:	£«PCN_Amount_of_	Postcode:
Email Address:		

SECTION 3 : CHALLENGE

THE SPECIFIC GROUNDS

The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) (England) Regulations 2022 sets out the grounds on which you may make representations (see opposite). Any such representations made outside the period of 28 days beginning with the date on which the notice is served may be disregarded. Representations should be made online by visiting website

www.brighton-hove.gov.uk/parking
(Click on Penalty Charge Notices and follow the link challenge your Penalty Charge Notice).

Alternatively, complete this form and send it to the address quoted at the top of this notice. Please quote the Penalty Charge Number in all correspondence.

You can view footage of the contravention at www.brighton-hove.gov.uk/parking. Alternatively, by notice in writing and free of charge you can request that the enforcement authority

(a) makes available, at one of its offices specified by you and at a time during normal office hours for viewing by you the record of the alleged relevant road traffic contravention produced by the approved device pursuant to which the penalty charge was imposed, or

(b) provide you with such still images from that record as, in the authority's opinion, establish the alleged relevant road traffic contravention.

Please provide opposite the name and address of buyer / seller / hirer of the vehicle (where relevant).

- ☐ **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)
- ☐ **At the time that the alleged contravention occurred, the vehicle in question was in the control of a person who did not have the consent of the owner.**
(you should enclose evidence such as a police crime report number or insurance claim.)
- ☐ **We are a vehicle-hire firm and -**
(i) the vehicle in question was at the material time hired from that firm under a hiring agreement and
(ii) the person hiring it had signed a statement of liability acknowledging their liability in respect of any penalty charge notice served in respect of any relevant road traffic contravention involving the vehicle during the currency of the hiring agreement
(You must enclose the name and address of the hirer and a copy of the statement they signed.)
- ☐ **The penalty charge exceeded the amount applicable in the circumstances of the case.**
- ☐ **There has been a procedural impropriety on the part of the enforcement authority.**
- ☐ **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).
- ☐ **This Notice should not have been served because the penalty charge had already been paid:**
 - (i) in full; or
 - (ii) at the discounted rate

NAME

ADDRESS

..... POSTCODE.....

DATE OF PURCHASE/SALE.....

Other Representations: ATTACH ADDITIONAL SHEETS IF REQUIRED. CLEARLY MARKING EACH SHEET WITH THE PENALTY CHARGE NOTICE NUMBER.

DECLARATION

This must be signed in order for your Representations to be considered.

I confirm the details of my representations are correct to the best of my knowledge. I realise that making a false statement may result in prosecution and a fine upon conviction of up to level 5 on the standard scale (currently £5,000)

Name

Signature

Date

Email Address:

Please tick here if you would like to receive a reply by email ☐

How to Pay

Payment should only be made if the Notice is not disputed



Payment can be made **online** by visiting website www.brighton-hove.gov.uk/parkingdoitnow (Follow the link Pay a Penalty Charge Notice). Alternatively, if you do not have access to a computer, payment can be made by:

- **Telephone** – Please dial the automated 24 hour service on 0345 603 5469 and make a Credit/Debit card payment.
 - **Post** – Send your Cheque or Postal order made payable to Brighton and Hove City Council together with the completed payment slip overleaf to Brighton and Hove City Council, Parking Services, G39, Hove Town Hall, Norton Road, Hove, BN3 3BQ.
- DO NOT send cash or make credit card payment by post. Post dated cheques will not be accepted.**

Service by post or electronically

- (1) This regulation makes provision about the service of documents under these Regulations, other than notices or orders made by a county court.
- (2) A notice or charge certificate which is required by these Regulations to be served by post—
 - (a) may be served by first class (but not second class) post, and
 - (b) where the person on whom it is to be served or to whom it is to be given is a body corporate, is duly served or given if it is sent by first class post to the secretary or clerk of that body.
- (3) Service of such a notice or charge certificate contained in a letter sent by first class post which has been properly addressed, pre-paid and posted is to be taken to have been effected on the second working day after the day of posting.
- (4) For the purposes of paragraph (3) “working day” means any day except—
 - (a) a Saturday or a Sunday,
 - (b) New Year’s Day,
 - (c) Good Friday,
 - (d) Christmas Day, or
 - (e) any other day which is a bank holiday in England and Wales under the Banking and Financial Dealings Act 1971(1).
- (5) A document may be transmitted to a vehicle-hire firm by means of electronic data transmission where—
 - (a) it has indicated in writing to the person sending the document that it is willing to regard a document as having been duly sent to it if it is transmitted to a specified electronic address, and
 - (b) the document is transmitted to that address.

General Data Protection Regulations

Details of why we hold data under the **General Data Protection Regulations** and our privacy policy can be found at www.brighton-hove.gov.uk/penalty-data or by contacting Data.Protection@brighton-hove.gov.uk