

PENALTY CHARGE NOTICE (PCN)

The Traffic Management Act 2004 - s78; Civil Enforcement of Parking Contraventions (England) General Regulations 2007;
Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007

Date of this Notice and date of posting

PCN Number

To:

This Notice has been served on you because it appears to Brighton & Hove City Council that you are the owner/hirer of

Vehicle Registration Number:

Make:

Colour:

Tax Disc:

Expiry:

and that the following contravention has occurred

Date of Contravention:

Time: Observed From:

to:

Location:

Pay and display details (if relevant):

Ticket No:

Expiry Time:

This Notice has been served by post because a Civil Enforcement Officer (CEO) had reason to believe that the above parking contravention had occurred and had begun to prepare a penalty charge notice for service but the vehicle was driven away from the place in which it was stationary before the Civil Enforcement Officer had finished preparing the penalty charge notice or had served it by affixing it to the vehicle or giving it to the person in charge of the vehicle.

A penalty charge of £ is now payable and must be paid not later than the last day of the period of 28 days beginning with the date on which this notice is served. This Notice will be taken to have been served on the second working day after the day of posting (as shown above) unless you can show that it was not.

The penalty charge will be reduced by a discount of 50% to £ if it is paid not later than the last day of the period of 14 days beginning on the date on which this Notice is served.

NOTE: If you do not pay the penalty charge or make representations within the period specified above the Council may increase the original penalty charge by 50% to £ and take steps to enforce payment.

**SEE REVERSE FOR: How to Pay.
How to make representations about this Notice.**

How to Pay

- **Online** at www.brighton-hove.gov.uk/ParkingDoltNow Follow links from “Pay a Parking Ticket”
- **By telephone** credit / debit card payments only. Automated payment line **0845 603 5469** (24 hours / 7 days a week). Have card and vehicle details and PCN number ready.
- **By post** using the payment slip to: Brighton and Hove City Council, PO Box 204, Sheffield, S98 1LS. Allow 2 working days for 1st class post and 5 for 2nd class.
- **In person** at the Customer Service Centre, Hove Town Hall, Norton Road, Hove, BN3 3BQ.
Monday 08:45-17:00
Tuesday-Wednesday 08:45-17:00
Thursday 08:45-19:00
Friday 08:45-17:00
Saturday 09:00 to 13:00

Payment Slip

For payment options see overleaf

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

Brighton & Hove City Council

PO Box 204

Sheffield, S98 1LS

Penalty Charge Notice:

Name:

Vehicle Registration No:

Address:

Date of the Notice:

Payment Amount Due:

Postcode:



How to make representations in respect of this notice

If you believe that the penalty charge should not be paid you may make representations to Brighton and Hove City Council asking that the charge be cancelled. Representations must be in writing and you may use this form. The representations may be made by:

Online at www.brighton-hove.gov.uk/parkingdoitnow and following the link 'appeal against a parking fine'.

Post to Brighton and Hove City Council, PO Box 204, Sheffield, S98 1LS.

Representations which are made after the expiry of the 28 day period specified on the first page of this Penalty Charge Notice may be disregarded. This Notice will be taken to have been served on the second working day after the day of posting unless you can show that it was not. The rules relating to service are to be found in regulation 3 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007. If you submit your representations late, you should explain why.

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 your reasons in the box on the following page. 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 the Notice is cancelled any sums already paid will be refunded.

If your representations are received in time or are received late but are taken into account, Brighton & Hove City Council will let you know its decision in writing not later than the last day of the period of 56 days beginning with the date on which your representation was served on it. If it fails to do so, this Notice will be cancelled and any sums already paid will be refunded. 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.

Brighton & Hove City Council's policy about late representations, representations not covered by the statutory grounds and extension of the time for payment of the discounted penalty can be found on the council website or in a leaflet available from the Council offices.

Further information about Civil Parking Enforcement (including PCNs and NtOs) is available online at www.patrol-uk.info or in a leaflet available from the Parking Information Centre.

The Specified Grounds

- ☐ **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)
- ☐ **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 Brighton and Hove City Council has failed to comply with any requirement imposed by the Traffic Management Act 2004, by the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007 or by the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.
Please set out the statutory requirement, time limit or other procedural step with which you believe that the Council has failed to comply.)
- ☐ **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 not listed above why you consider the Council should cancel this Notice please tick this box and set out those reasons in full in the box on the following page.

(Please turn to page 4)

Write your representations here (attach any extra sheets if necessary)

Name and address of buyer / seller / hirer of vehicle (where relevant)	
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I confirm that my representations are true to the best of my knowledge. I realise that knowingly or recklessly 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).

Signature _____	Date: _____
NAME (in capitals) _____	Position in company (if relevant) _____