



SECTION 1 : PENALTY CHARGE NOTICE BEING IN A BUS LANE

VEHICLE REGISTRATION NUMBER

PENALTY CHARGE NOTICE NUMBER

PCN ISSUE DATE

To:

This "Penalty Charge Notice (PCN)" has been sent to you, as the registered owner/keeper/hirer 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 Road Traffic Regulation Act 1984, Transport Act 2000 and The Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2005. 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. 14 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 [redacted]
you were the registered owner/keeper/hirer
of VEHICLE REGISTRATION MARK [redacted]
You have been issued with a PENALTY CHARGE NOTICE
number [redacted]
because the vehicle was allegedly involved in the
contravention of being in a bus lane,
in (place) [redacted]
at (time): [redacted]

THE PENALTY CHARGE of £60 must be paid within 28 days of the date this
PCN is served. IF THE PENALTY CHARGE IS PAID WITHIN 14 DAYS OF THE
DATE THE PCN IS SERVED A REDUCED AMOUNT OF £30 IS PAYABLE.

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 £90. Failure to pay the increased amount may result in a county court order against you and a warrant being issued to bailiffs, if the Court so orders. YOU MUST PAY OR CHALLENGE

To take advantage of the early payment rate of £30 you must either PAY or CHALLENGE within 14 days from the date the PCN was served

- 1. PAY** (see section 2). Pay the Penalty Charge Notice in full by following the instructions and completing section 2 below 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 £60. 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 bailiffs to recover the debt.

SECTION 2 : PAYMENT

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:
Vehicle Registration No:
PCN Reduced Payment Due Date:
Payment Amount Due:

Name:
Address:
Postcode:

SECTION 3 : CHALLENGE

The Bus Lane Contravention (Penalty Charge, Adjudication and Enforcement) (England) Regulations 2005 sets out the grounds on which you may make representations (see opposite).

Representations can be made:

Online at

www.brighton-hove.gov.uk/parkingdoitnow

or in writing using this form to

Brighton & Hove City Council,

P.O. Box 204, Sheffield, S98 1LS

Please quote the Penalty Charge Notice number in all correspondence.

A request to view the record of contravention can also be made in writing to the above address free of charge.

THE PENALTY CHARGE NOTICE (PCN) WAS INCORRECTLY ISSUED BECAUSE (Tick one of the following)

- ☐ **The contravention did not occur** - Tick this box if the contravention described on the Penalty Charge Notice (PCN) did not happen - for instance you dispute the fact you were in a bus lane
- ☐ **I have been charged separately for this offence by the Police** - Tick this box if you have been issued a ticket for the same offence by the police. You must attach a copy of the ticket.
- ☐ **Incorrect payment** - Tick this box if the payment due exceeds the amount payable.

I WAS NOT LIABLE TO PAY THE PENALTY CHARGE NOTICE (PCN) BECAUSE (Tick one of the following):

- ☐ **I was not the owner/keeper of the vehicle at the time of the contravention** - Tick this box if you did not own the vehicle when the Penalty Charge Notice (PCN) was issued. When returning this form please enclose details - such as a receipt of sale/purchase or a copy of the DVLA registration form. You must give the name and address of the person who bought/sold the car and the date of sale/purchase in the box below.
- ☐ **The vehicle had been taken without my consent** - Tick this box if the vehicle had been stolen when the Penalty Charge Notice (PCN) was issued. When returning this form you should enclose evidence such as a police crime report number or insurance claim.
- ☐ **We are a hire firm and have supplied the name of the hirer** - Tick this box if you are a hire company and the hirer has signed a formal agreement accepting liability for Penalty Charge Notices (PCNs). You must enclose the name and address of the hirer and a copy of the statement they signed.

DETAILS OF REPRESENTATIONS

TICK "✓" RELEVANT BOX

I was not the owner/keeper of the vehicle when the Penalty Charge Notice (PCN) was issued because

- ☐ I had sold the vehicle before that date to:
- ☐ I bought the vehicle after that date from:
(you must supply proof of selling or buying the vehicle, e.g. a copy of the receipt of DVLA notification.)
- ☐ We are a vehicle hire firm and have supplied the name of the hirer and enclose copies of the hire agreement/hirers liability.

NAME

ADDRESS

..... POSTCODE

DATE OF PURCHASE/SALE

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

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

How to Pay

Payment should only be made if the Notice is not disputed

Cash, Cheque, Postal Order (Cheques and postal orders should be made payable to Brighton and Hove City Council, please ensure the Penalty charge number is written on the reverse).



- **Online** at www.brighton-hove.gov.uk/ParkingDoltNow (Follow the link 'paying a parking ticket').
- **By telephone** credit / debit card payments only. Automated payment line **0845 603 5469** (24 hours / 7 days a week). Have card, vehicle and PCN details 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 Customer Service Centre, Hove Town Hall, Norton Road, Hove, BN3 3BQ
Monday to Wednesday 08:45 - 17:00
Thursday 08:45 - 19:00
Friday 08:45 to 17:00
Saturday 09:00 - 13:00

Complete the payment slip and return it with your payment to:

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

Do NOT send cash or make credit card payment by post. Post dated cheques will not be accepted.