

CHARGE CERTIFICATE

The Traffic Management Act 2004, The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022;
The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) (England) Regulations 2022

PLEASE NOTE: This Certificate has been issued to you because payment of the penalty charge in respect of the parking contravention identified below has not been received.
You are now required to pay an increased penalty charge as is explained below.

To: «Offender_Address_Name»
«Offender_Business_Name»
«Offender_Address_1»
«Offender_Address_2»

Date of this Certificate and Date of Posting			
		«PCN_CC_Date» Amend to original date and amounts	
To:			
		«Offender_Address_Name» «Offender_Business_Name»	
On a Notice to Owner was served on you as the person appearing to be the owner or hirer of			
«PCN_NTO_	Vehicle Registration Number:	Make:	Colour:
Date»			
		«PCN_Registration_Nu	«PCN_Vehicle_ «PCN_Vehic
		«PCN_Tax_Disc_Numb	«PCN_Tax_Disc_Expiry_Date»
in respect of the following contravention			
«PCN_Offence_Long_Description»			
Date of contravention:		Location:	
Time:	«PCN_Issue_Date»	«PCN_Street_or_Carpark_Name	
		»	
Penalty Charge Notice:	«PCN_Issue_Time»		
«PCN_Ticket_Number»			

The penalty charge in respect of this parking contravention was £«PCN_Amount_Original». To date £«PCN_Amount_Paid» has been received. £«PCN_Amount_Outstanding» is outstanding.

As the penalty charge has not been paid within the relevant period the penalty charge in question is now increased by 50% to £«PCN_Amount_Outstanding_Increased» (stand plus 50%)

PLEASE NOTE: If this increased penalty charge is not paid before the end of the period of 14 days beginning with the date on which this certificate is served, the enforcement authority may, if a county court so orders, recover this increased charge as if it were payable under a county court order.

This certificate 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.

Payment Slip for payment options see overleaf

If 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:

Vehicle Registration No:

Date of the Notice:

Payment Amount Due:

How to Pay

(Payment should only be made if the Notice is not disputed)



- **By telephone** Credit/debit card payments only. Automated payment line 0345 603 5469 (24 hours/7 days a week). Have card and vehicle details and PCN number ready
- **Online** at www.brighton-hove.gov.uk/parking - follow the link that says paying a parking ticket.
- **By Post** using the payment slip below to: Brighton and Hove City Council, Parking Services, G39, Hove Town Hall, Norton Road, Hove, BN3 3BQ. Allow 2 working days for 1st class post and 5 for 2nd Class.

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

If paying by post please complete your details before returning this slip with your payment.

Name _____

Address _____

Postcode _____

Email Address: _____

Make cheques or postal orders payable to:
Brighton & Hove City Council
and write the PCN number on the reverse.

If you would like a receipt, please enclose a stamped addressed envelope

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