

HOW TO PAY

Online: You can pay online at any time at www.coventry.gov.uk/payonline. You will need your Penalty Charge Notice number and your debit or credit card details.

Phone: You can pay at any time by calling our payments line on 024 7678 7778. You will need your Penalty Charge Notice number and your debit or credit card details.

Payment Machines: You can pay by card, cash or cheque at our Customer Service Centre, Broadgate, Coventry, CV1 1FS, Monday to Friday between 9am and 5pm (excluding Bank Holidays). You will need your Penalty Charge Notice number. There are two payment machines in the shop entrance to our Customer Service Centre and one payment machine in the entrance up the ramp off Broadgate.

By post: Cheques and postal orders should be made payable to Coventry City Council. Please write your PCN number, name and address on the back. If you want a receipt please enclose a stamped self-addressed envelope. Please post to Coventry City Council, Parking Services Payments, PO Box 3944, Coventry, CV1 9AG.

If you pay by cash please ensure that you obtain a receipt:

HOW TO MAKE REPRESENTATIONS

If you believe that the penalty charge should not be paid you may make representations in writing by completing this Notice (see page 3 & 4) and sending it to Coventry City Council, Parking Services, P.O Box 3943, Coventry CV1 9AF. You may also make representations online via the Coventry City Council Parking Portal address <https://parking.coventry.gov.uk>. Your web code is 277NX966. Representations that are made after the end of the 28 day period specified on the first page of this 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. For more information on this, please see page 4 of this Notice under the section "The Rule Relating to Service". 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 that you should supply in order to support your representations.

Tick the relevant boxes and write your reason in the space provided overleaf.

If you think one or more of the grounds below apply, please indicate which ones by ticking the boxes.

In all cases, please give details in the space provided overleaf.

PAYMENT SLIP

PCN Number: Vehicle Registration Number: Date of PCN:

Name: Mr/Miss/Ms/Mrs

Address Post code

MAKING REPRESENTATIONS

PCN Number:

Tick the relevant boxes and write your reasons in the space provided overleaf.

If you think one or more of the grounds below apply, please indicate which ones by ticking the boxes.

In all cases, please give details in the space provided overleaf.

<input type="checkbox"/> The alleged contravention did not occur Please explain why you think no contravention took place.	<input type="checkbox"/> The penalty charge exceeded the amount applicable in the circumstances of the case If you think you are being asked to pay more than you should legally pay. Please explain why.
<input type="checkbox"/> I was not the owner of the vehicle at the time If you sold the vehicle before the date of the contravention or bought it after the date, you must tell us the name and address of the person who bought it from you or sold it to you, if you know it. Please supply evidence of the sale / purchase (e.g. a sales receipt) and complete the Ownership Details section below.	<input type="checkbox"/> 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 Please enclose evidence (e.g. police crime report, insurance claim).
<input type="checkbox"/> The Traffic Order was invalid If you believe the parking restriction in question was invalid or illegal.	<input type="checkbox"/> There has been a procedural impropriety on the part of the enforcement authority Please describe the alleged impropriety.
<input type="checkbox"/> We are a hire firm and the vehicle in question was at that material time hired under a hiring agreement, and the person hiring it has signed a statement accepting liability Please supply a copy of the signed agreement including the name and address of the hirer.	<input type="checkbox"/> The penalty charge has already been paid in full, or has been paid at the reduced amount within the specified period Please provide details of the payment method, date and amount. Please provide evidence – for example a copy of your bank account /credit card statement or a copy of your cheque/postal order stub.
Ownership Details <input type="checkbox"/> I was not the owner/keeper of the vehicle when the PCN was issued because:	
<input type="checkbox"/> I have never owned the vehicle	
<input type="checkbox"/> I sold the vehicle before the contravention on: Date: ____/____/____	Name of buyer / seller:
<input type="checkbox"/> I bought the vehicle after the contravention on: Date: ____/____/____	Address:

<input type="checkbox"/> If there are any other reason why you consider the Council should cancel the penalty charge notice and refund any sum of money already paid, please tick this box and set out the reasons in full in the space provided overleaf.
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REPRESENTATIONS

PCN Number: _____

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

Name & address of buyer / seller / hirer of vehicle (where relevant)

THE RULE RELATING TO SERVICE

The Civil Enforcement of Parking Contraventions (England) General Regulations 2007: Regulation 3

"Service by post"

3. (1) Subject to paragraph (5), any notice (except a penalty charge notice served under regulation 9) or charge certificate under these Regulations –

- a) may be served by first class (but not second class) post; and
- b) where the person on whom it is to be served is a body corporate, is duly served if it is sent by first class post to the secretary or clerk of that body.

(2) Service of a notice or charge certificate contained in a letter sent by first class post which has been properly addressed, prepaid and posted shall, unless the contrary is proved, be taken to have been effected on the second working day after the day of posting.

(3) In paragraph (2), a "working day" means any day except –

- a) Saturday or a Sunday
- b) New Year's Day
- c) Good Friday
- d) Christmas Day
- e) Any other day which is a bank holiday in England and Wales under the Banking and Financial Dealings Act 1971

(4) A document may be transmitted to a vehicle hire firm (as defined in regulation 5(4)) by a means of electronic data transmission where:–

- a) the vehicle hire firm has indicated in writing to the person sending the notice or 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

(5) Nothing in this regulation applies to the service of any notice or order made by a county court."

DECLARATION

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 £6,000).

Signature: _____

Date: _____

Name (in capitals): _____

Position in company (if relevant): _____