



Traffic Management Act 2004, s82; Civil Enforcement of Parking Contraventions (England) General Regulations 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007.

## Notice to Owner

The enforcement authority is Dover District Council save in respect of on street parking contraventions where the enforcement authority is Kent County Council. Enforcement procedures in respect of on street parking contraventions are administered on behalf of Kent County Council, by Dover District Council.

To:

Vehicle Registration Number:

Penalty Charge Notice Number:

Date of Service of PCN:

Date of this Notice to Owner  
and Date of Posting:

This Notice to Owner has been issued to you by Dover District Council because the Penalty Charge Notice has not been paid in full and you are registered as the Owner/Keeper/Hirer on the date on which the Penalty Charge Notice was issued to the vehicle.

On \_\_\_\_\_ you were the owner/hirer of Vehicle Registration Number \_\_\_\_\_ when Penalty Charge Notice Number \_\_\_\_\_  
was served on \_\_\_\_\_ because the vehicle was allegedly involved in the following parking contravention:

### CONTRAVENTION

IN (Place)

AT (Time)

Penalty Charge Amount: £

Amount paid to date: £

Your Pin Number is:

Payment now due: £

You must either **Pay the Penalty Charge in full** (see over) 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 date of posting (as shown above) unless you can show that it was not. Or make **REPRESENTATIONS to the Council** (see over).

### YOU THE OWNER/KEEPER/HIRER ARE LIABLE FOR THE PENALTY CHARGE NOTICE. DO NOT IGNORE THIS NOTICE OR PASS IT TO THE DRIVER

If full payment has not been received or you have not made Representations to the Council within the time allowed, the Penalty Charge will increase by 50%, there by increasing the amount outstanding to £ \_\_\_\_\_ and a Charge Certificate will be served on you.

**If you do not pay in full the amount shown on the Charge Certificate, the Council may register it as a debt at the County Court and then put the case in the hands of bailiffs who will add their own costs to the Penalty Charge.**

### Notice for Completion

1. The driver was allowed 14 days to pay a 50% discounted sum. Any sum already paid, as shown above was insufficient to clear the charge in full.
2. As the registered owner/keeper of the vehicle (or the person who was hiring the vehicle) at the time the Penalty Charge Notice was served, you are legally liable for the Penalty Charge even if you were not the driver at the time.
3. It is now **too late** to pay the 50% discounted rate, you therefore have two options:

### Pay/Appeal

4. a) **PAY – Pay the Penalty Charge in full using a method listed over.**  
b) **APPEAL – Make Representations to the Council.**

There are set grounds on which you may make Representations. If you think that one or more of the listed grounds applies to your case, complete the form overleaf and return it to the Council or alternatively you can appeal on-line using the above pin number at [www.dover.gov.uk](http://www.dover.gov.uk)  
The letter you are sent if your Representations are unsuccessful will explain how you can appeal to an independent Adjudicator.

Please telephone the Council's Customer Services on 01304 821199 if you need this or any other council literature in a different format or translated into another language.

### Payment Slip

Vehicle Registration Number:

Penalty Charge Notice Number:

Penalty Charge Notice Date:

Payment Amount Due:

£

Please enclose this slip with your payment

## To make "Representations" against the Notice to Owner please see below

If you consider that you should not pay this Penalty Charge DO NOT IGNORE THIS NOTICE. **Details of how to make "Representations" against the Notice to Owner are as follows.** Listed below are nine grounds on which you may make a representation as laid down in the Traffic Management Act 2004. Representations must be made not later than the last day of the period of 28 days beginning with the date on which this Notice is served, any Representations made after this date may be disregarded. If you wish to make Representation then you must tick the appropriate boxes below why you believe you are not liable and give further details in the space provided below. The form must then be signed and returned to: **Parking Services, Dover District Council, White Cliffs Business Park, Dover, Kent CT16 3PJ** or alternatively appeal on-line at **www.dover.gov.uk**

If your Representation is successful, a Notice of Acceptance will be issued and the Penalty Charge cancelled. If your Representation is unsuccessful, a Notice of Rejection will be issued and you must either pay the Penalty Charge Notice in full or appeal to an Adjudicator, who will independently consider your Appeal. Further information available at [www.trafficpenaltytribunal.gov.uk](http://www.trafficpenaltytribunal.gov.uk). An appeal form will be included with the Notice of Rejection, which should be completed and sent to the Traffic Penalty Tribunal. The form will explain the appeals procedure in full.

### Grounds for Representations

Please tick the grounds on which you are making representations.

**I am not liable to pay the Penalty Charge because:**

**I was not the owner of the vehicle at the time of the alleged contravention.**

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 the sale/purchase in the box below.

**The vehicle was parked by a person who was in control of it without my consent.**

Supply proof such as police crime report number and police station address or insurance claim in the box below.

**We are a hire firm and the person hiring the vehicle has signed a statement accepting liability.**

Please supply a copy of the signed hire agreement including the name and address of the hirer in the box below.

**The alleged contravention did not occur.**

In the box below explain why you believe no contravention took place.

**The penalty charge exceeded the amount applicable in the circumstances of the case.**

That is, you have been asked to pay more than you are legally liable to pay please complete the box below.

**The relevant designation order was invalid.**

You believe the parking restriction in question was invalid or illegal please complete the box below.

**There has been a procedural impropriety on behalf of the authority.**

Please complete the box below stating why you believe the authority has acted improperly or in breach of the regulations.

**Penalty Charge Notice was paid, either in full or at discounted rate within the discount period.**

**If none of the grounds shown above apply but you believe there are mitigating circumstances in your case please complete the box below.**

### Details to support your Representations

Please give details of your representations or mitigating circumstances and supply any supporting evidence.

#### TICK RELEVANT BOX

I was not the owner of the vehicle when the Penalty Charge Notice was issued because:

\*I have never owned the vehicle:

\*I ceased to be the owner of the vehicle before the date of the alleged contravention:

\*I became the owner of the vehicle after the date of the alleged contravention.

\*(please supply proof of purchase or sale of the vehicle e.g. a copy of the receipt or DVLA notification or confirmation from your insurers that you have renewed or cancelled insurance)

**Name and Address of Buyer/Seller/Hirer:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Please continue on additional paper if necessary

Date of Purchase/Sale: \_\_\_\_\_

### DECLARATION

**This must be signed in order for your representations to be considered**

I confirm that all the information given is 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 five on the standard scale (currently £5,000).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (block capitals): \_\_\_\_\_ Position in company (if relevant): \_\_\_\_\_

#### Payment Methods

**How to Pay** You can pay using your debit or credit card.  
Simply call our 24-hour automated payment line number (01304) 872345  
or visit: [www.dover.gov.uk/parking](http://www.dover.gov.uk/parking) and follow the instructions.

**Cheques/Postal Orders are no longer accepted.**

Name (block capitals): \_\_\_\_\_

Address (block capitals): \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Signature: \_\_\_\_\_