

## HOW TO PAY

You can pay, using your debit or credit card. Simply call 01304 872459 or 01304 872345 or visit [www.dover.gov.uk/parking](http://www.dover.gov.uk/parking) and follow the instructions

### OR

**In Person:** - Dover District Council, The Dover Gateway, 71 Castle St, Dover, CT16 1PD (Mon - Fri 9.00am - 5.00pm, Sat 9.00am - 1.00pm)  
Deal Area Office, Deal Library, Broad Street, Deal CT14 6ER (Mon, Wed & Fri 9.00am - 5.00pm)  
Sandwich Area Office, The Guildhall, Sandwich, CT13 9AH (Tues & Thurs 9.00am - 12.30pm and 1.30pm - 4.30pm)

**By Post:** - You can pay by post making your cheque or postal order payable to Dover District Council, write the notice number on the back and send with the slip below completed. A receipt will only be sent if a stamped addressed envelope is provided. Do not send cash through the post. Post-dated cheques will not be accepted. All postal payments must be sent to:-

The Payments Office, Dover District Council, White Cliffs Business Park, Dover, Kent CT16 3PJ.

### IF YOU BELIEVE THAT THE PENALTY SHOULD NOT BE PAID AND WISH TO CHALLENGE THIS PENALTY CHARGE NOTICE

Write to: Parking Services, Dover District Council, White Cliffs Business Park, Dover, Kent CT16 3PJ or  
Email: [parking@dover.gov.uk](mailto:parking@dover.gov.uk)  
Website: [www.dover.gov.uk/parking](http://www.dover.gov.uk/parking)

Please quote the PCN number, the vehicle registration and your address in all contacts.

All cases will be considered on their individual circumstances. If you challenge this PCN within 14 days of the date of issue, progression of the charge will be put on hold pending a reply. If your challenge is rejected, the Council will usually re-offer the 14 day discount period. Telephone challenges will not be accepted.

### IF THE PENALTY CHARGE IS NOT PAID OR CHALLENGED

If the penalty charge is not paid before the end of the 28-day period as specified on the front of this notice or successfully challenged, the Council may serve a Notice to Owner (NTO) on the owner of the vehicle, requiring payment of the penalty charge. The owner can then make representations to the Council and may appeal to an Independent Adjudicator if those representations are rejected. The NTO will contain instructions for doing this. If you challenge this PCN but the Council issues an NTO anyway, the owner must follow the instructions on the NTO. Further information on the appeals procedure can be found at [www.trafficpenaltytribunal.gov.uk](http://www.trafficpenaltytribunal.gov.uk)

Please note that 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.

Detach Here

Please complete details before returning with your payment

Name: (Mr/Mrs/Miss/Ms) .....

Address: .....

Postcode: .....

Telephone No: .....

Cheque No: .....

Signature .....