



PENALTY CHARGE NOTICE (PCN)

The Traffic Management Act 2004, s.78; Civil Enforcement of Parking Contraventions (England) General Regulations 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007

Where this PCN is issued for a contravention in an off-street car park, the enforcement authority is East Devon District Council. In all other cases, the enforcement authority is Devon County Council, with East Devon District Council acting as its agent. As such East Devon District Council will issue NtOs and deal with representations on the County's behalf.

PCN Number: «PCN_Ticket_Number»

Served On: «PCN_Issue_Date»
by Civil Enforcement Officer: (CEO) «PCN_Attendant_Number»
Who had reasonable cause to believe that the following
Contravention had occurred and that a penalty charge is
now
Payable.

«PCN_Offence_Long_Description»

(«PCN_Offence_Code»)

Date of Contravention: «PCN_Issue_Date» Time: «PCN_Issue_Time»
Location: «PCN_Street_or_Carpark_Name»
Vehicle Registration No. «PCN_Registration_Number»
Make: «PCN_Vehicle_Make» Colour: «PCN_Vehicle_Colour»
Tax Disc: «PCN_Tax_Disc_Number» Expiry:
«PCN_Tax_Disc_Expiry_Date»

Observed from: «PCN_Observed_First_Time» to: «PCN_Issue_Time»

A penalty charge of £«PCN_Amount_of_Full_Fine» is now payable and must be paid not later than the last day of the period of 28 days beginning with the date on which this PCN was served (i.e. «PCN_Date_to_Pay_Penalty_by_28»)
The penalty charge will be reduced by a discount of 50% to £«PCN_Amount_of_First_Discount» if it is paid not later than the last day of the period of 14 days beginning with the date on which this PCN was served (i.e. «PCN_Date_to_Pay_Penalty_by_14»)

SEE REVERSE FOR: How to pay.
How to challenge this PCN.
What happens if no payment is made.

Detach here

Detach here

PAYMENT SLIP

PCN No: «PCN_Ticket_Number»

Served On: «PCN_Issue_Date» At: «PCN_Issue_Time»
Vehicle Reg. «PCN_Registration_Number»
Contravention «PCN_Offence_Long_Description»

Contravention Code: «PCN_Offence_Code»

The Penalty Charge is £«PCN_Amount_of_Full_Fine»: or
£«PCN_Amount_of_First_Discount» if paid not later than the last
day of the period of 14 days beginning with the date on
Which this PCN was served.
If payment is made by post, please detach this slip. Complete
The details on the reverse and return it with your payment

How to Pay

- **Please state the Penalty Charge Notice serial number whenever you contact us**
- **By Telephone:** Debit / Credit card payments only.
Automated payment line 08447 36 96 31.
- **Online:** at www.eastdevon.gov.uk
- **By Post:** using the payment slip below to: Parking Payments,
East Devon District Council, Knowle, Sidmouth, Devon, EX10 8HL.
Allow 2 working days for 1st class post and 5 for 2nd class.
- **In Person:** at East Devon District Council at Knowle, Sidmouth,
Devon, EX10 8HL. Monday – Friday 9:00 to 17:00

If you believe that the Penalty Charge should not be paid and wish to challenge this PCN

- **Write to:** Parking Services, East Devon District Council, Knowle,
Sidmouth, Devon, EX10 8HL.
Or
- **E-mail:** parkingappeals@eastdevon.gov.uk

**All challenges MUST be made in writing.
Please quote the Penalty Charge Number, the vehicle registration
Number and your address in all contacts.**

If you have an enquiry, or you are unable to write or e-mail and you need advice on how to proceed, please telephone 01395 516 551.

Details of the Council's policy and approach to challenges can be found at www.eastdevon.gov.uk or seen at the Council's offices – all challenges will be considered on their individual circumstances.

If you challenge this PCN by no later than the last day of the 14 day period commencing with the date that the PCN was served (see date of serving on face of PCN) and the challenge is rejected, the Council will generally extend the period within which the reduced Penalty Charge may be paid.

If the Penalty Charge is not paid or challenged

If the Penalty Charge is not paid by not later than the last day of the 28 day period commencing with the date the PCN was served (see date of serving on face of PCN) or successfully challenged, the Council may request registered keeper information from DVLA and may serve a Notice to Owner (NtO) on the owner 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 about Civil Parking Enforcement (including PCNs and NtOs) is available online at www.patrol-uk.info

Detach here

Detach here

Please complete your details before returning this slip with your payment

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

Address.....

.....

.....

Post Code:

Make cheques or postal orders payable to **East Devon District Council** and write the PCN number on the reverse.

It is your responsibility to ensure that your payment is received on time.
The Council cannot be held responsible for any delays or delivery failures.

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

East Devon District Council will use any data collected through the issuing of an Off-Street PCN, and as agent on behalf of Devon County Council through the issuing of an On-Street PCN for the enforcement of parking contraventions and other associated purposes. This data may be disclosed to other enforcement agencies for the purposes of this enforcement. It may also be disclosed to other departments within the Council or external parties for related purposes or as required by law. All processing of this data will be in accordance with the Data Protection Act 1998.