

How To Pay

You can pay your East Riding of Yorkshire Council parking penalty charge by any of the following methods (other methods of payment are available. Please visit the council's website at www.eastriding.gov.uk for full details):

Telephone payments

Parking penalty charges can be paid via the telephone automated system on telephone number (0845) 1200020. *Please have your debit or credit card and PCN number ready.*

Pay in person at a Council's Customer Service Centre (CSC)

Please present this Penalty Charge Notice (PCN) to the CSC staff to make payment.

Please note: not all customer service centres have the facilities to accept payment of penalty charges.

Before attempting to make payment by the above methods please wait 2 working days from the date of service of the PCN to allow the council's computer systems to be updated.

Postal Payments (Cheque or Postal Order ONLY)

Parking penalty charges can be paid by post to:

ERYC CPE, PO Box 294, BEVERLEY, HU17 6FB.

Please make cheques or postal orders payable to **East Riding of Yorkshire Council** and write your PCN reference number (beginning with YE) and address on the back of your cheque or postal order. If a receipt is required a stamped addressed envelope must be enclosed. Post dated cheques will not be accepted.

Please allow at least three working days for your payment to transit the Royal Mail Postal Service.

DO NOT SEND CASH THROUGH THE POST

How To Appeal (also known as a Representation or Challenge)

The Council will only accept Appeals in writing to the address below. All appeals will be considered on their individual circumstances and merits. Appeals received later than 28 days after the issuing of a Notice to Owner (NtO) may not be considered by the Council.

If you believe you have not committed the parking contravention or if you want to put forward mitigating circumstances, you **MUST** send in a written Challenge to:

ERYC CPE, PO Box 294, Beverley, HU17 6FB,

*All correspondence **must** include your PCN number, name and address and **must** be signed and dated.*

If you challenge this PCN within 14 days 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 on or before the end of the 28 day period from the date this PCN was served or successfully challenged the Council may serve an NtO on the owner of the vehicle requiring payment of the penalty charge. The owner can make representation to the Council and may appeal to an independent adjudicator if their 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.

If you pay the charge before the appeals process is completed, you will bring the matter to a close, as payment of the charge is deemed to be acceptance of the penalty.

Verbal appeals will **NOT** be accepted due to the possibility of misinterpretation during the appeal process.

For further information on the appeals process visit www.patrol-uk.info