



«KEEPER\_COMPANYADDRESSEE»  
«KEEPER\_COMPANYNAME»  
«KEEPER\_TITLE» «KEEPER\_FORENAME»  
«KEEPER\_SURNAME»  
«KEEPER\_FLATFLOORNUMBER»  
«KEEPER\_BUILDINGNUMBERNAME»  
«KEEPER\_STREET»  
«KEEPER\_LOCALITY»  
«KEEPER\_TOWN»  
«KEEPER\_COUNTY»  
«KEEPER\_POSTCODE»

**Finance and Environment**

**Ask for:** Parking Office

**Telephone:** (01474) 33 70 00

**Email:** [parking.office@gravesham.gov.uk](mailto:parking.office@gravesham.gov.uk)

**My ref:** «NOTICES\_PCNID»

**Your ref:**

**Date:** «NOTICES\_PRTDATE»

Dear «KEEPER\_TITLE» «KEEPER\_FORENAME» «KEEPER\_SURNAME»

**TRAFFIC MANAGEMENT ACT 2004**

**Penalty Charge Notice Number:** «NOTICES\_PCNID»

**Date Issued:** «NOTICES\_ISSUEDATE»

**Vehicle Registration:** «VEHICLE\_REG»

Thank you for contacting the Council regarding the above notice.

I note your comments and supporting reasons why you feel that the Parking Charge Notice (PCN) should be waived on this occasion. Consideration has been given to those reasons but regret to inform you that your objection to the issue of the PCN has been rejected for the following reason:

**Contravention that occurred:** «NOTICES\_OFFENCEDESCRIPTION»

Any photos obtained at the time can be viewed on our website, [www.gravesham.gov.uk/parking](http://www.gravesham.gov.uk/parking)

Payment of the PCN at the discounted rate of £«NOTICES\_REDUCEDCHARGEBALOS» is now due by the «ONHOLDNOTICES\_ENDDATE». If payment is not received by that date, you will be required to pay the full amount of the notice. If no payment is received, a Notice to Owner may be sent to the registered keeper of the vehicle requesting payment.

The quickest and easiest ways to pay are **Online:** [www.gravesham.gov.uk/parking](http://www.gravesham.gov.uk/parking)  
**Telephone:** 01474 337 788.

Both services can be accessed 24 hours a day, seven days a week and payments are processed in real time. If using a mobile device, the QR code on the reverse will take you straight to the parking pages on the Gravesham website. Please refer to your PCN for other payment methods.

If you wish to challenge the decision of this letter you must wait for the Notice to Owner (NtO) letter. This will describe how to make a formal representation to the Council if the issue of this Penalty Charge Notice is still in dispute. Only at this stage will it be reviewed again. Further information about Civil Parking Enforcement, including PCN's and NtO's is available online at [www.patrol-uk.info](http://www.patrol-uk.info) or in a leaflet from the Council.

**Switchboard** 01474 56 44 22

**Minicom** 01474 33 76 17

**Website** [www.gravesham.gov.uk](http://www.gravesham.gov.uk)



For legal reasons, you may not appeal to a Parking Adjudicator until after the issue of a formal Notice of Rejection by the Council. The Rejection Notice will contain full details of the appeal procedure to an independent Parking Adjudicator. Alternatively information can be obtained on the appeals procedure from their website on [www.trafficpenaltytribunal.gov.uk](http://www.trafficpenaltytribunal.gov.uk)

Yours sincerely

A handwritten signature in black ink, appearing to read 'H. Smith', written over a faint horizontal line.

**Parking Services**

