

PENALTY CHARGE NOTICE (PCN) CONTINUED
HOW TO PAY

ONLINE

Pay using your debit or credit card by visiting www.harrogate.gov.uk/pcn and follow the instructions. You will need your PCN and vehicle registration number as shown overleaf.

TELEPHONE

Pay using your debit or credit card by calling the Council's 24 hour payment line on 0845 129 5599. You will need your Penalty Charge Notice number.

POST

By crossed cheque or postal order made payable to Harrogate Borough Council. Please write the PCN number on the reverse of the cheque. Send your payment, together with the completed payment slip to:

Harrogate Borough Council
PO Box 787
HARROGATE
HG1 9RW

**CASH SHOULD NOT BE SENT BY POST. A RECEIPT WILL NOT BE SENT
UNLESS A SELF ADDRESSED ENVELOPE IS PROVIDED.**

HOW TO CHALLENGE

If you believe that the penalty should not be paid and wish to challenge this PCN, you can do this:

ONLINE at www.harrogate.gov.uk/pcn (available the day after the PCN has been issued). You will also be able to view photographs taken of the contravention.

BY POST please post your challenge to Harrogate Borough Council, PO Box 787, HARROGATE, HG1 9RW.

All challenges/appeals must be in writing and please quote your PCN number, vehicle registration and address in all correspondence. Details of the Enforcement Authorities' joint policy can be found at: www.harrogate.gov.uk. All cases will be considered on their individual circumstances.

If we receive your challenge/appeal not later than 14 days beginning with the date of service, the penalty charge will be put on hold pending a reply, if your challenge is rejected the Council will re-offer the 14 day discount period.

IF THE PENALTY CHARGE IS NOT PAID OR CHALLENGED – WHAT HAPPENS NEXT

If the Penalty Charge is not paid on or before the end of the 28 day period specified on the front of this notice or successfully challenged, the Council may request registered keeper information from the DVLA and serve a Notice to Owner on the owner/keeper of the vehicle requiring payment of the Penalty Charge. The owner/keeper can then make representations to the Council and may appeal to an independent adjudicator if those representations are rejected. The Notice to Owner (NIO) will contain instructions for doing this. If you challenge this Penalty Charge Notice but the Council issues a Notice to Owner anyway, the owner/keeper must follow the instructions on the Notice to Owner.

Further information about Civil Parking Enforcement (including PCNs and NIOs) is available online at www.patron-uk.info or in a leaflet available from the Council.

Please complete before returning this slip with your payment

Name:

Mr/Mrs/Miss/Ms

Address:

Postcode

Signature