

## CHARGE CERTIFICATE

Bus lane Contraventions (Penalty Charges, Adjudication and Enforcement) Regulations  
2005

«Corresp\_Title» «Corresp\_ForeName» «Corresp\_Surname»  
«Corresp\_Business\_Name»  
«Corresp\_Address\_Line\_1»  
«Corresp\_Address\_Line\_2»  
«Corresp\_Address\_Line\_3»  
«Corresp\_Address\_Line\_4»  
«Corresp\_Town»  
«Corresp\_County»  
«Corresp\_Post\_Code»

**Date of Charge Certificate:** «Printed\_Date»  
In respect of:-  
**Penalty Charge Notice No:** «Notice\_Number»  
**Vehicle Registration Number:** «Notice\_VRM»  
**Date of Contravention:** «Notice\_Contravention\_Date»

A Notice to Owner (NtO) was served on you on «Corresp\_NTO\_Date», which explained that as the person we believe to be the keeper or hirer of the above vehicle, you had 28 days from the date of service of the notice to pay the penalty charge or make representations to the Council as to why you believed you should not have to pay it.

This Charge Certificate has been served on you because the penalty charge has not been paid within the required period and one of the following applies:

1. No representations were made in response to the Notice to Owner.
2. We issued a Formal Notice of Rejection of Representation made against the Notice to Owner and we have not been informed of an appeal having been made to the adjudicator.
3. We issued a Notice of Rejection of Adjudicator's Recommendation.
4. An appeal was made to the adjudicator but was either dismissed or withdrawn.

As a result the Penalty has now increased by 50% of the full penalty amount:

<b>Penalty Charge Amount:</b>	£«Notice_Original_Penalty»
<b>Charge Certificate Increase</b>	£«Notice_Discount_Penalty_1»
<b>Full Charge Amount:</b>	£«Notice_Surcharge_Penalty»
<b>Amount Paid:</b>	£«Notice_Net_Paid»
<b>Payment Now Due:</b>	£«Notice_Outstanding_Account»

**It is now too late for you to make formal representations against the issue of the Penalty Charge Notice and if made they may be rejected by the Council.**

If full payment is not received before the end of a period of 14 days beginning with the date of service of this Charge Certificate, that is by «Print\_Date\_Plus\_17», the charge

# Kingston upon Hull City Council

may be registered as a debt in the County Court (which incurs a further charge of £«Notice\_TEC\_Fee», being the court fee). You will then be sent an Order for Recovery of the charge and you will have the opportunity to make a witness statement to the Court on one of the following grounds:

- That the Notice to Owner was not received
- That you received the Notice to Owner and made representations but no reply was received
- That an appeal was made to the Parking Adjudicator and no reply was received
- The penalty charge was paid in full

Ultimately, if the charge remains unpaid, a Warrant of Control may be issued to bailiffs to recover the debt.

**Please do not ignore this matter** which must be dealt with now, as bailiffs will add their costs, which may significantly increase the amount you will need to pay.

**To make an enquiry about this charge certificate, or for any other information, please telephone 01482 300300**

## HOW TO PAY

Once paid a PCN cannot then be appealed.

By telephone Credit / debit card payments only. Automated payment line 01482 300300 (24 hours/ 7 days a week). Have your card, vehicle details and PCN number ready.

Online at [www.hullcc.gov.uk](http://www.hullcc.gov.uk). Follow links for online payments

By post to: CPE Hull, PO Box 474, HULL, HU9 9ES. Allow 2 working days for 1st class post and 5 for 2nd class.

In person at a Customer Service Centre (please check on the Council's website for which customer service centres can take the payment method of your choice. [www.hullcc.gov.uk](http://www.hullcc.gov.uk))

**Please do not send cash through the post.**