



Order for Recovery of unpaid penalty charge

To the respondent

«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»

Penalty Charge No.	«Notice_Number»
Vehicle Registration No.	«Notice_VRM»
Applicant	«Corresp_Title» «Corresp_ForeName» «Corresp_Surname»
Location of Contravention	«Notice_Issue_Location»,
Date of Contravention	«Notice_Contravention_Date»
Amount of charge	£«Notice_Outstanding_Minus_TEC_FEE»
Court registration fee	£«Notice_TEC_Fee»
Total	£«Notice_Outstanding_Account»

An order to recover a penalty charge has been made against you at the Traffic Enforcement Centre at Northampton County Court. This is the date

«Service_Date_Plus_2 1»

 by which you **must** either;

pay the total amount shown above or file a Statutory Declaration if you believe you have grounds for not paying the charge.

Paying the total amount due (shown above) to: Hull City Council

HOW TO PAY

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

Online at <http://www.hullcc.gov.uk/buslanepcn> follow the link and select "Pay parking charges"

By post to: CPE Hull, PO Box 474, HULL, HU9 9ES. Allow 2 working days for 1st class post and 5 for 2nd class. Do not send cash.

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)

OR, File a statutory declaration on the enclosed PE3 form and send it to the Traffic Enforcement Centre at the address given below.

The declaration **must** be signed before a commissioner for oaths (e.g. a solicitor), or an officer of any county court appointed by a judge to take affidavits or a justice of the peace (at any Magistrates Court). You may have to pay a fee.

NOTE:

The only grounds on which you can make a Statutory Declaration are:

1. You did not receive the notice to owner (notification of the penalty charge)
2. You made representations about the penalty charge to the local authority concerned within 28 days of service of the notice to owner and you did not receive a rejection notice.
3. You appealed to the Parking Adjudicator against the local authority's decision to reject your representation, within 28 days of the service of the rejection notice but you have had no response to your appeal.

Filing a false declaration knowingly and wilfully is a criminal offence under Section 5 of the Perjury Act 1911 and you may be imprisoned for up to 2 years or fined or both.

Drawn on the authority of: The Traffic Enforcement Centre at Northampton County Court Business Centre, St Katherine's House, 21 – 27 St Katherine's Street, Northampton, NN1 2LH. (Telephone 0300 123 1059 or 01604 619450) email tec@hmcts.gsi.gov.uk

Guidance for completing form PE 3

The form must only be completed by the named respondent on the Order for Recovery issued by the local authority. If the respondent has been named as a company or organisation, the person completing the form on its behalf must ensure they state their own full name as well as the name of the company or organisation and your position in the company.

Only one penalty charge number per form is permitted. Be sure to tick the box that is relevant to your circumstances, you are not permitted to change or add wording on any of the grounds. If none of the grounds apply you cannot file a Statutory Declaration and you should contact the local authority who issued the Order for Recovery to try and resolve the matter.

Once the form has been completed, it must be sworn i.e. signed under oath before a Commissioner for Oaths (e.g. a solicitor), or an officer of a county court appointed by the judge to take affidavits, or a Justice of the Peace (Magistrates' Court). The witness to the respondent's signature must provide a full postal address. (This service is available at any county court).

There are three grounds for filing a Statutory Declaration in response to the order for recovery. One of these grounds must be selected by ticking the relevant box. If none of the grounds applies, a Statutory Declaration cannot be filed, in which case the local authority who issued the order for recovery should be contacted directly by the respondent. The TEC will be unable to process the form if the grounds have been altered in any way.

Once the form has been completed it must be sworn before a Commissioner for oaths (e.g. Solicitor), a Justice of the Peace (at any Magistrates Court) or an officer of your local County Court before sending the declaration to the Traffic Enforcement Centre at the above address. You may have to pay a fee. If the form has not been properly witnessed the TEC may not be able to process it.

If you are out of time to file a Statutory Declaration

If the time limit for filing a Statutory Declaration has passed, the respondent may request permission to file these forms 'out of time'. The respondent must send to the TEC a completed application notice (form PE2) and a completed Statutory Declaration (form PE3). Clear reasons for not adhering to the time period for filing should be stated on the form. The application should not be used to appeal against the original contravention.

There is no prescribed time limit in which you can apply to file the Statutory Declaration out of time. On receipt of an acceptable application the TEC will notify the local authority concerned and give them 19 working days to either accept or reject the application.

If the local authority accepts the application it will be treated as an in time Statutory Declaration and the court registration will be revoked (cancelled). The matter is then referred back to the local authority to decide what action they wish to take next.

If the local authority rejects the application, it will be referred to an officer at the TEC. This is for an impartial decision on whether the application should be granted or refused. Both parties will be informed of the result.

Following the decision by the court officer, either party may apply to have the decision set aside within 14 days of the decision being made. Completion of form N244 is required. If this application is accepted then the case will be transferred to the respondent's local County Court and a District Judge will review the decision made by the Officer of the court.

For details on how to make an application or to discuss further please contact the Traffic Enforcement Centre on 0300 123 1059 or 01604 619450 or email tec@hmcts.gsi.gov.uk. **Court staff are not legally trained. If you need legal advice you may wish to contact a solicitor or a Citizens Advice Bureau.**

Statutory Declaration - unpaid penalty charge - Form PE3

To

The Traffic Enforcement Centre
County Court Bulk Centre Northampton
St Katharine's House
21/27 St Katharine's Street
Northampton NN1 2LH

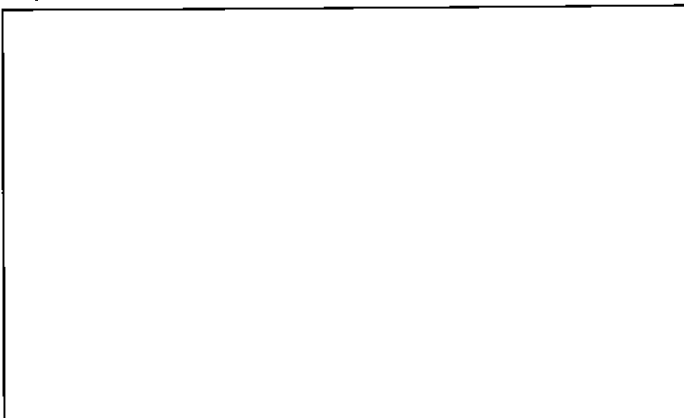
Penalty Charge No.	«Notice_Number»
Vehicle Registration No.	«Notice_VRM»
Applicant	«Corresp_Title» «Corresp_ForeName» «Corresp_Surname»
Location of contravention	«Notice_Issue_Location»,
Date of contravention	«Notice_Contravention_Date»

Give full details below and tick the box which applies.

You must ensure that all the details above are correctly entered from the Order for recovery of unpaid penalty charge.

You must then have the form sworn before a Commissioner for oaths (e.g. Solicitor), a Justice of the Peace (at any Magistrates Court) or an officer of your local County Court before sending the declaration to the Traffic Enforcement Centre at the above address. You may have to pay a fee.

I, (full name and address of the respondent)



The above named respondent, declare that: (tick the box, which applies)

- ☐ I did not receive the notice to owner/enforcement notice (notification of the penalty charge)
- ☐ I made representations about the penalty charge to the local authority concerned within 28 days of service of the notice to owner, but did not receive a rejection notice
- ☐ I appealed to the Parking/Traffic Adjudicator against the local authority's decision to reject my representation, within 28 days of service of the rejection notice, but have had no response to my appeal

(Continue over the page)

My reasons are (give full details)

Important: Filing a false declaration knowingly and wilfully is a criminal offence under Section 5 of the Perjury Act 1911 and you may be imprisoned for up to 2 years or fined or both.

I do solemnly and sincerely declare that the information given here is true.

Signed

Dated

Declared at:

in the

this day of 20

Before me

at

Commissioner for oaths/Officer of the Court appointed by the judge to take affidavits/Justice of the peace
(Please delete as appropriate)

NOTE: If the form is not sworn in accordance with the instructions above it cannot be accepted

Form PE3 Statutory Declaration unpaid penalty charge (CPR Part 75).