

«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»

Your Ref:  
My Ref: CPE/«Notice\_Number»  
Contact: «Corresp\_User\_Job\_Titl  
e»  
Tel:  
Fax:  
Email:  
Date: «Printed\_Date»

Dear «Corresp\_Named\_Salutation»

**Pre Debt Registration - Bus lane Contraventions (Penalty Charges, Adjudication and Enforcement) Regulations 2005**

<b>PCN No</b>	<b>«Notice_Number»</b>
<b>Contravention Date</b>	<b>«Notice_Contravention_Date»</b>
<b>Location of Contravention</b>	<b>«Notice_Issue_Location»</b>

You have failed to pay the penalty charge due as shown above. In accordance with the provisions of the Bus lane Contraventions (Penalty Charges, Adjudication and Enforcement) Regulations 2005, a **Notice to Owner** and a **Charge Certificate** have been served on you.

The council will now register the penalty charge as a debt at the **County Court** and the amount due will be increased by £«Notice\_TEC\_Fee» to include court fees. The court will authorise the issue of an **Order for Recovery** and a **Warrant of Control** to bailiffs. Bailiffs have the power to remove and sell your goods to cover the debt and their own charges.

To avoid this action, please ensure that your full payment of £«Notice\_Outstanding\_Account» is received by this office.

## HOW TO PAY

Once paid a PCN cannot then be appealed. Please do not send cash through the post.

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))

CPE HULL  
PO BOX 474  
HULL  
HU9 9ES

[www.hullcc.gov.uk](http://www.hullcc.gov.uk)

Kingston upon Hull City Council

***Please remember to allow enough time for your payment to arrive at the Council offices before the payment deadline. The Post Office does not guarantee a next day delivery for first class post.***

Should you fail to make payment we will be obliged to register the debt at the County Court. If the Court agrees to issue a warrant it will be transferred to an Enforcement Agent for collection. Under the terms of The Taking Control of Goods (Fees) Regulations 2014 this will add an immediate fee of £75.00 to the balance outstanding. This is a fixed fee payable by you. If the Enforcement Agent has to visit your address this will incur an additional fixed fee of £235.00. These fees are fixed by law and cannot be reduced or waived. Fees Recoverable are shown below.

Fee Stage	Fixed Fees	Percentage Fee 0 - £1,500	Percentage Fee Over £1,500
Compliance	£75.00	0%	0%
Enforcement	£235.00	0%	7.5%
Sale or disposal	£110.00	0%	7.5%

**TO AVOID THESE FEES YOU MUST MAKE PAYMENT IN FULL NO FURTHER REMINDERS WILL BE SENT.**

Yours «Corresp\_Closing»

Senior Parking Officer

CPE HULL  
PO BOX 474  
HULL  
HU9 9ES