



Hull
City Council

PENALTY CHARGE NOTICE (PCN)

(Section 144 Transport Act 2000; Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) 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»

Penalty Charge Notice Number (PCN):
«Notice_Number»

Date of this Notice and date of posting:

«Printed_Date»

(Date of Service is taken as 2 working days after posting)

This notice has been served on you because it appears to Hull City Council that you are the owner/keeper/hirer of:
Vehicle Registration Number: «Notice_VRM»

NB: It is the owner/keeper/hirer of the vehicle and not the driver who is responsible for paying or making a representation against this charge.

And the following alleged contravention occurred:

Contravention: : «Notice_Contravention_Code» : «Notice_Contra_Long_Desc»
Location : «Notice_Issue_Location», «Notice_Area_Name»
Date of Detection : «Notice_Contravention_Date»
Time of Detection : «Notice_Contravention_Time»

A penalty charge of £«Notice_Original_Penalty» is now payable and must be paid not later than the last day of the period of 28 days beginning with the date of service of this notice. This Notice will be taken to have been served on the second working day after the day of posting (as shown above) unless you can show it was not.

The penalty charge will be reduced by a discount of 50% to £«Notice_Discount_Penalty_1» if it is paid not later than the last day of the period of 21 days beginning on the date of service of this Notice.

As this penalty charge has become payable because the contravention was recorded on an approved device you or your representative may make a written request to the Council to view the record produced by the approved device. This may be at any of the Council's offices of your choosing during normal office hours. Alternatively you may request the Council to provide you with such still images from that record which, in their opinion, establish the contravention.

How to go on line to view a recording of the vehicle travelling within the bus lane.

This Notice is served on the basis of a record produced by an approved device. The alleged contravention was recorded at the time of detection by the device and is supported by photographic and video evidence. By going to <http://www.hullcc.gov.uk/buslanepcn> you will be able to view a recording of the vehicle within the bus lane. You will require this number in order to do so- «Notice_Web_Code». Having viewed the recording you are able to conduct a representation (challenge) against this PCN from the same web page. If your representation is received within the 21 day discount period and rejected a fresh discount period of 14 days will be offered.

Do not ignore this Notice: If you do not pay the penalty charge or make representations before the end of the 28 day period specified above the Council may increase the original penalty charge by 50% to £«Notice_Surcharge_Penalty» and take steps to enforce payment. Details of what to do next – How to Pay or Make Representations are shown overleaf.

x

x

x

HOW TO PAY

No appeal will be considered for a PCN that has been paid.

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, cheques should be made payable to Hull City Council.

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)

HOW TO MAKE A REPRESENTATION (APPEAL) AGAINST THIS PCN

If you believe that the penalty charge should not be paid you may make representations to Hull City Council.

ON LINE representation - you may make a representation on line via the council's website

<http://www.hullcc.gov.uk/buslanepcn> you will require the unique web code listed here: «**Notice_Web_Code**». You will be able to attach three documents or photographs of limited size. If this is not sufficient you will need to post your representation. When completing your representation/challenge you will be able to view a recording of the vehicle within the bus lane. If your representation is received within 21 days and rejected a fresh discount period of 14 days will be offered.

A postal representation should be directed to: **CPE Hull, PO Box 474, HULL, HU9 9ES.**

Once a representation has been received the case will not progress. If a representation is received within the 21 day discount period and rejected you will be given 14 days to make payment at the discounted rate.

Representations which are made after the end of the 28 day period specified on the first page of this Notice may be disregarded. This Notice will be taken to have been served on the second working day after the day of posting unless you can prove that it was not. If you submit your representations late, you should explain why.

The statutory grounds on which representations may be made are set out on page 3 together with an indication of the information which you should supply in support of your representations. It is important to provide all relevant information. This Notice will be cancelled if one or more of the specified grounds are established. This Notice may be cancelled for other compelling reasons even if none of the specified grounds apply. Payment of the charge will close the case and no representations will then be considered.

If your representations are received in time or are received late but are taken into account, Hull City Council will let you know its decision in writing not later than the last day of the period of 56 days beginning with the date on which your representation was served on it. If it fails to do so, this Notice will be cancelled. If your representations are rejected, you have the right to appeal against that decision to an independent Adjudicator. An appeal form will be sent with the letter rejecting your representations. The form will explain how and when to appeal to the adjudicator.

Independent information about Bus Lane Enforcement (including PCNs and Notice to Owners) is available online at www.patrol-uk.info

Representations in respect of Penalty Charge

(Section 144 Transport Act 2000; Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement)
(England) Regulations 2005)

From:

Vehicle Registration Number: «Notice_VRM»

Penalty Charge Notice Number (PCN):
«Notice_Number»

Date of Detection: «Notice_Contravention_Date»

Date of this Notice and date of posting:

«Printed_Date»

THE SPECIFIED GROUNDS

If you think any of the grounds below apply, please indicate which by ticking the relevant box or boxes and provide any further details overleaf. Where possible provide copies of supporting documents and evidence so as to convince the person reading your representations that you do have grounds of appeal.

The alleged contravention did not occur. – *Please explain why you believe the contravention did not happen or you believe an exemption to the regulations applies, for example you were forced to drive into the bus lane for some reason*

- ☐ **The circumstances leading to the issue of the PCN are subject to criminal proceedings or a Fixed Penalty Notice (FPN) has been issued.** – You should use these grounds if the matter has been dealt with by the Police or a FPN has been issued. Remember to include any supporting documentation with your representations.
- ☐ **I was never the owner of the vehicle in question**
- ☐ **I was not the owner of the vehicle in question at the date and time of detection as I had ceased to be the owner before the detection date or became its owner after the detection date.** – If you bought or sold the vehicle, you must give the new or former owner's name and address if you have it. Please complete the relevant box overleaf, and also importantly supply documents (such as an invoice, bill of sale or letter from your insurance company) which confirm you were not the owner.
- ☐ **I was not the Hirer of the vehicle concerned at the date and time of the Detection/I was the hirer of the vehicle but I had not signed a statement of liability in respect of any PCN issued during the hire period** – If you have been named by the hirer company as the hirer of a vehicle at the date and of the detection but you dispute this or dispute that you signed a statement of liability, you should use these grounds and supply any documentary evidence you have in your possession to support your assertion.
- ☐ **I was the registered keeper of the vehicle in question on the date and time of the detection, however,**
 - ☐ **We are a hire company and the vehicle was on hire under a hiring agreement and the hirer had signed a statement accepting liability for any PCN issued during the hire period.** – Please supply a copy of the signed agreement and supply the name and address of the hirer in the relevant box overleaf.
 - ☐ **The vehicle was being kept by a vehicle trader at the date and time of the detection.** – If you were not the keeper at the time of the contravention as the vehicle was being kept by a vehicle trader you should complete the relevant box overleaf and enclose a copy of any documentary evidence you may have.
 - ☐ **The vehicle was being used without my consent at the date and time of the detection.** – If the vehicle had been stolen or taken without your consent please provide details of the police crime reference or insurance claim.
- ☐ **The penalty charge exceeded the amount applicable in the circumstances of the case** – tick this box if you think you are being asked to pay more than is required by law and explain why.
- ☐ **Other Grounds.** – If there are any other compelling reasons why, in the particular circumstances of the case, you consider Hull City Council should cancel this Penalty Charge Notice, please tick this box and set out these reasons overleaf.

Write your representations here – Where possible provide supporting documents and evidence so as to convince the person reading your representations that you do have grounds of appeal.

(Please continue on another sheet of paper, if necessary)

Ownership details:

I was not the owner/keeper of the vehicle on the date and time of detection because:

- ☐ I had sold the vehicle before the contravention:
- ☐ I bought the vehicle after the contravention:
- ☐ I have never owned the vehicle.

Please supply the name and address of the owner on the day in question along with copies of any supporting documents you have.

Vehicle owner on the day in question

Name:

Address:

.....

.....

Post Code:

Date of Purchase/Sale

Please make sure you sign the following declaration if you want us to consider your representations

I confirm that the above representations are true to the best of my knowledge. I understand that knowingly or recklessly making a false statement may result in prosecution and a fine upon conviction of up to level 5 on the standard scale (currently £5000).

Signature: Date:.....

NAME (IN CAPITALS):.....

Position in Company (If relevant):

Return completed Representation Form to:

**CPE Hull,
PO Box 474,
HULL,
HU9 9ES**