

Regulation 10(1)(b)&(c) **Penalty Charge Notice (PCN)**

The Traffic Management Act 2004, s78; Civil Enforcement of Parking Contraventions (England) General Regulations 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007

To: «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 this Notice and date of posting «Printed_Date»

This Notice has been served on you because it appears to Kingston upon Hull City Council that you are the owner / hirer of:

Vehicle Registration Number: «Notice_VRM» and that the following contravention has occurred

«Notice_Contra_Long_Desc» (Code «Notice_Contravention_Code»)

Location: «Notice_Issue_Location»

Date of Contravention: «Notice_Contravention_Date» Time «Notice_Contravention_Time».

Observed from: «Notice_Observation_Time_1» to «Notice_Contravention_Time»

This Notice has been served by post because Civil Enforcement Officer (CEO) «Notice_PA_ID» who had reason to believe that the above parking contravention had occurred and (*delete as appropriate*)

(a) attempted to serve a Penalty Charge Notice by affixing it to the vehicle or giving it to the person in charge of the vehicle but was prevented from doing so by some person or

(b) had begun to prepare a penalty charge notice for service but the vehicle was driven away from the place in which it was stationary before the Civil Enforcement Officer had finished preparing the penalty charge notice or was unable to serve it by affixing it to the vehicle or giving it to the person in charge of the vehicle

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 on which this notice is served. This Notice will be taken to have been served on the second working day after the day of posting unless you can show that 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 14 days beginning on the date on which this Notice is served.

NOTE: If you do not pay the penalty charge or make representations within the period specified above (i.e. 28 days) the Council may increase the original penalty charge by 50% to £«Notice_Surcharge_Penalty» and take steps to enforce payment.

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HOW TO PAY

No appeal will be considered for any 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 and vehicle details and PCN number ready.

Online at www.hullcc.gov.uk. Follow links for online payments

By post to: CPE Hull, PO Box 474, HULL, HU9 9ES. Allow at least 2 working days for 1st class post and at least 5 working days for 2nd class. Include a stamped addressed envelope if a receipt is required.

In person at a Customer Service Centre. Please check with the council's website to see which customer service centres will accept payment.

HOW TO MAKE REPRESENTATIONS

If you believe that the penalty charge should not be paid you may make representations to Hull City Council. Representations can be conducted on line at www.hullcc.gov.uk/parkingpcn or by searching for "challenge you parking penalty on the Hull City Council website. You will need your PCN number, vehicle number and this web code «Notice_Web_Code»

Alternatively you can complete this form and post it to:

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

No other form of representation i.e. email or by telephone will be accepted.

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. Tick the relevant boxes and write your reasons in the box on page 4. 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. If the Notice is cancelled any sum already paid will be refunded.

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.

CPE HULL
PO BOX 474
HULL
HU9 9ES

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«Notice_Number»

- ☐ **The alleged contravention did not occur.**
Please explain why you believe no contravention took place
- ☐ **I was never the owner of the vehicle in question/ or**
☐ **I had ceased to be its owner before the date on which the alleged contravention occurred/ or**
☐ **I became its owner after the date on which the alleged contravention occurred.**
 If you bought or sold the vehicle, you must supply the new or former owner's name and address if you have it. You will also need to provide evidence of the transaction this may be in the form of a bill of sale or a letter from your insurance company indicating the change of vehicle.
- ☐ **The vehicle had been permitted to remain at rest in the place in question by a person who was in control of the vehicle without the consent of the owner.** If the vehicle had been stolen please provide a crime reference number and which police force to contact.
- ☐ **We are a vehicle-hire firm and the vehicle was on hire under a hiring agreement and the hirer had signed a statement acknowledging liability for any PCN issued during the hiring period.**
You must supply the name and address of the hirer and a copy of the signed agreement.
- ☐ **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.
- ☐ **There has been a procedural impropriety by the enforcement authority.**
Tick this box if you believe that Hull City Council has failed to comply with any requirement imposed by statute.
- ☐ **The Order which is alleged to have been contravened in relation to the vehicle concerned is invalid.**
- ☐ **This Notice should not have been served because the penalty charge had already been paid:**
 (i) in full; or
 (ii) at the discounted rate set in accordance with Schedule 9 to the Traffic Management Act 2004 Act and within the time specified in paragraph 1(h) of the Schedule to the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.
 We will need to confirm whether a payment has gone astray or not been made. Please indicate the amount of the payment made, when and how the payment was made. Where possible include a copy of any supporting documentary information such as a receipt or bank statement.

OTHER GROUNDS

- ☐ **If there are any other reasons why you consider the Council should cancel the penalty charge notice and refund any sum already paid please tick this box and set out those reasons in full in the box on the following page.**

[Please turn to Page 4]

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Write your representations here (continue on page 6 if necessary)
This page must be signed and dated for your appeal to be considered.

Independent information about parking enforcement is available online at www.patrol-uk.info

Name and address of buyer / seller / hirer of vehicle (where relevant).

I confirm that my representations are true to the best of my knowledge. I realise 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 £6,000).

Signature..... Date:.....
NAME (in capitals) position in company (if relevant)

This page must be signed and dated for your representation to be considered.