



DO NOT IGNORE THIS NOTICE!
Take action within 14 days or risk paying more

Instructions for payment

This Penalty Charge Notice (PCN) must be paid before the end of the period of 28 days beginning with the date on which the notice was served. However, if this PCN is paid before the end of the period of 14 days beginning with the date on which the notice was served, the reduced charge (as shown overleaf) will be accepted as settlement.

Representations/Appeals

If you wish to make representations against the PCN you must either write to us, or contact us through the website: <http://parking.kirklees.gov.uk>, stating clearly your reasons for challenging the PCN. Include the PCN reference number, vehicle registration, your full name and address and enclose copies of any supporting evidence. At this initial stage, representations are considered as "informal representations". If they are received within the 14 day discount period but are rejected, you will be allowed to pay the reduced charge.

If the penalty charge is not paid before the end of the period of 28 days beginning with the date on which the PCN was served, a Notice to Owner (NtO) may be served by the council on the owner of the vehicle. The owner of the vehicle is entitled to make formal representations to the Council against the PCN and may appeal to an independent adjudicator if those representations are rejected.

If representations against the PCN are received at the address shown below before an NtO is served, those representations will be considered but, if an NtO is served notwithstanding those representations, representations against the PCN must be made in the form and manner and at the time specified in the NtO. The letter sent if your representations are unsuccessful will explain how to appeal.

Please address your representations to:

The Parking Office
PO Box 1496
Huddersfield
HD1 9FT

Methods of payment

- **Web payment** - visit <http://parking.kirklees.gov.uk> to make payment by credit or debit card (please allow one working day after the issue of the notice before making payment).
- **By telephone** - ring: 01484 414818 using your credit or debit card, 24 hours a day, seven days a week (please allow one working day after the issue of the notice before making payment).
- **By post** - to the Parking Office, PO Box 1496, Huddersfield, HD1 9FT - cheque or postal order(s) made payable to Kirklees Council. Please complete your name and address below. If you would like a receipt, enclose a stamped addressed envelope.
- **In person** - at any Kirklees Cash Office.

For further information, visit: www.kirklees.gov.uk/parking

Complete and return this PCN when paying by post

Name:

Address:

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..... Postcode: