

How to make representations against the Penalty Charge

If you do not think that you should have to pay this Penalty Charge, you may make representations to the Authority either online at www.leicester.gov.uk or in writing by post to Leicester City Council, Bus Lane Enforcement, Central Post Room, Pilot House 41 King Street, Leicester LE1 6RN. Telephone queries should be made on 0116 2335555.

The Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2005 (SI No. 2757) sets out six grounds on which you may make representations. These are set out below, together with an indication of the information that should be supplied in support of your representations. Tick the relevant boxes and write your reasons in the box provided. However, the Council may consider other mitigating circumstances and you should tick the box "Other reasons" and give full details. This Penalty Charge will be cancelled if one or more of the specified grounds are established.

If your representations are received in time or are received late but are taken into account, the authority will consider them and let you know its decision in writing. 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.

If payment is made at any time during the appeals process, liability for the contravention is accepted and the case will be closed.

The Penalty Charge Notice WAS ISSUED INCORRECTLY BECAUSE:

The alleged contravention did not occur.

Tick this box if you believe the contravention did not occur or you believe an exemption to the regulations applies, for example you were forced to drive in the bus lane.

The penalty exceeded the relevant amount.

Tick this box if the PCN asked you to pay more than you are legally liable to. Penalty charges in Leicester are set in accordance with guidance from the Department for Transport.

The circumstances leading to the issue of the PCN are subject to criminal proceedings or a Fixed Penalty Notice has been issued:

Tick this box if you have been issued a FPN or are subject to a summons for the same offence by the Police. (You must attach a copy of the ticket).

I AM NOT LIABLE TO PAY the Penalty Charge Notice BECAUSE:

I was not the owner of the vehicle at the time of the alleged contravention.

Tick this box if you did not own the vehicle when the PCN was issued. When returning this form please enclose details - such as a receipt of sale / purchase or a copy of the DVLA registration form. You must give the name and address of the person who bought / sold the car and the date of the sale / purchase in the box provided.

I was not the hirer of the vehicle at the time of the alleged contravention.

I was the hirer of the vehicle but I had not signed a statement of liability.

If you have been elected by a car hire company as the hirer of the vehicle at the time of the contravention but you dispute this or dispute that you signed a statement of liability, please supply any documentary evidence you have to support this.

I was the registered keeper of the vehicle on the date of the alleged contravention, however:

- i) We are a hire company and the hirer had signed a statement accepting liability. Please supply name and address and the signed agreement.
- ii) The vehicle was being kept by a vehicle trader at the time of the contravention, Please supply name and address of trader and a copy of any documentary evidence.
- iii) The vehicle was being used without my consent at the time of the contravention; if the driver is known to you please provide name and address. If the vehicle had been stolen please provide details of the Police crime number or insurance claim number.

Other reasons - explain this when returning the form.

DETAILS TO SUPPORT YOUR REPRESENTATIONS

Attach additional sheets if required, clearly marking each sheet with the Penalty Charge Notice Number

TICK RELEVANT BOX

I was not the owner of the vehicle when the PCN was issued because:

- * I had sold the vehicle before that date to:
 * I purchased the vehicle after that date from:
 * I never owned the vehicle.

* (please supply proof of purchase or sale of the vehicle e.g. a copy of the receipt or DVLA notification or confirmation from your insurers that you have renewed or cancelled insurance)

Name and Address of Buyer/Seller/Hirer

Name _____

Address _____

Postcode _____

Date of Purchase/Sale _____

Data Protection Act 1998

Leicester City Council will use any data collected through the issuing of this Penalty Charge Notice for the enforcement of traffic contraventions and other associated purposes. This data may also be shared with other agencies as required by law. All processing of this data will be in accordance with the Data Protection Act 1998.

DECLARATION This must be signed in order for your representations to be considered

I confirm the details of my representations are correct to the best of my knowledge. I realise that making a false statement may result in prosecution and a fine upon conviction of up to level five on the standard scale (currently £5,000).

Signature: _____ Date: _____

Name (Block Capitals) _____ Position in company (if relevant) _____