

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, select 'Pay something', then 'Pay Bus Lane / Clearway fine'; or by email to Leicesterble@Leicester.gov.uk or; in writing by post to the address overleaf and you may use this form. Telephone queries should be made on 0116 2335555. The Civil Enforcement of Parking Contraventions (England) Representation & Appeals Regulations 2007 (SI3482) specifies the grounds on which representations can be made. The specified grounds on which you can make representations are set out below, together with an indication of the information which should be supplied in support of your representations. Tick the relevant boxes and write your reasons in the box provided. In addition 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 not later than the last day of the period of 56 days beginning with the date on which your representations were received by the Council. If it fails to do so this Penalty Charge will be cancelled and any sums already paid will be refunded. If your representations are rejected you have the right to appeal against that decision to an independent Adjudicator. Details of how and when to appeal to the Adjudicator will be included in the letter of rejection of representations.

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

The Specified Grounds

The alleged contravention did not occur.

Please explain why you believe no contravention took place.

The penalty charge exceeded the amount applicable in the circumstances of the case.

Tick this box if the PCN asked you to pay more than you are legally liable to.

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.

Tick this box if your vehicle was stolen or taken without your consent. Please supply any supporting information that you may have e.g. any crime reference or insurance claim reference.

We are a vehicle-hire firm, 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.

The hiring agreement must be one which qualifies by containing prescribed particulars. **You must** supply the name and address of the hirer. Please also supply a copy of the signed agreement.

There has been a procedural impropriety by the enforcement authority

If you believe that Leicester City Council has failed to comply with any requirement imposed by the Traffic Management Act 2004, by the Civil Enforcement of Parking Contraventions (England) Representations & Appeals Regulations 2007 or by the Civil Enforcement of Parking Contraventions (England) General Regulations 2007. Please set out the statutory requirement, time limit or other procedural step with which you believe the Council has failed to comply.

The Order which is alleged to have been contravened in relation to the vehicle concerned is invalid.

Please explain why you believe the parking restriction in question is invalid or illegal.

Other reasons - This Notice to Owner may be cancelled for other compelling reasons even if none of the specified grounds apply. Please provide details.

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

I was never the owner of the vehicle in question

I had ceased to be its owner before the date on which the alleged contravention occurred

I became its owner after the date on which the alleged contravention occurred.

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. You must give the name and address of the person who bought/sold the vehicle and the date of sale/purchase in the box provided.

DETAILS TO SUPPORT YOUR REPRESENTATIONS

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

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) _____