

HOW TO PAY

- Please allow until 1pm on the following day before making payment using 1st 2 of the following methods.
- **By telephone** Credit / debit card payments only. Automated payment line 0333 600 3003 (24 hours / 7 days a week). Have vehicle details and PCN Number ready.
- **Online** at www.lincolnshire.gov.uk/parking Follow links for online payments.
- **By post** using the payment slip below to:
Lincolnshire County Council, PO Box 3584, Chippenham, SN15 9EF.
Allow 2 working days for 1st class post and 5 for 2nd class.

IF YOU BELIEVE THAT THE PENALTY SHOULD NOT BE PAID AND WISH TO CHALLENGE THIS PCN YOU MAY DO SO VIA ONE OF THE FOLLOWING METHODS. CHALLENGES CANNOT BE MADE OVER THE TELEPHONE, HOWEVER IF YOU ARE UNABLE TO COMMUNICATE IN WRITING, OR HAVE ANY OTHER ENQUIRY, PLEASE TELEPHONE 0333 600 3003.

- **Write to**
Lincolnshire County Council, PO Box 3584, Chippenham, SN15 9EF.
or
- complete a challenge to your PCN online via the following web link
www.lincolnshire.gov.uk/parking
If you require further clarification on how to challenge your PCN please telephone 0333 600 3003.

Please quote the PCN Number, the vehicle registration and your address in all documentation.

Details of the Council's policy and approach to challenges can be found at www.lincolnshire.gov.uk/parking or seen at the Council's offices - all cases will be considered on their individual circumstances. Please **do not send** payment with any challenge.

If you challenge this PCN within 14 days and the challenge is rejected, the Council will usually re-offer the 14 day discount period.

IF THE PENALTY CHARGE IS NOT PAID OR CHALLENGED

If the penalty charge is not paid on or before the end of the 28 day period as specified on the front of this notice or successfully challenged, the Council may serve a Notice to Owner (NtO) on the owner of the vehicle requiring payment of the penalty charge. The owner can then make representations to the Council and may appeal to an independent adjudicator if those representations are rejected. The NtO will contain instructions for doing this.

If you challenge this PCN but the Council issues an NtO anyway, the owner must follow the instructions on the NtO.

Further information about Civil Parking Enforcement (including PCNs and NtOs) is available online at www.patrol-uk.info

GDPR Statement

Lincolnshire County Council (the 'Council') will use the personal data it collects (including the vehicle registration) to send a Notice to Owner, any related correspondence and any further notices if this Penalty Charge Notice remains unpaid. You have 28 days to pay this Penalty Charge Notice from the date on which it was served. After that further action may be taken and the personal information may be used to obtain the name and address of the registered keeper from the DVLA which may then be used to enforce this Penalty Charge Notice. The Traffic Management Act 2004 (Part 6) requires us to do this. The Council does not need your permission to process this information for this purpose. The personal information will be used by the Council's parking and traffic enforcement teams and may be shared with its parking enforcement contractors, APCOA Parking (UK) Limited and shared with third parties for appeals, enforcement, debt collection and the police and security services to prevent or detect crime. The personal information will be retained for 7 years following the completion of processing. If you are concerned about how the Council is using the information, you can contact our Data Protection Officer via dpo@lincolnshire.gov.uk. More information about your rights concerning the use of personal information is available on our website www.lincolnshire.gov.uk or via the Information Commissioner (www.ico.org.uk).

Please complete your details before returning this slip with your payment

Name: Mr/Mrs/Miss/Ms _____

Address: _____

Post Code _____

Make Cheques or Postal Orders payable to APCOA Parking UK LTD and write the PCN number on the reverse.

Signature:.....

If you would like a receipt, please enclose a stamped, addressed envelope.