

HOW TO PAY

1.By telephone: ☎ 24hr payment line (credit/debit card): 0333 600 3003, select option 1

2.On the Internet: 💻 (credit/debit card): <https://www.councilparking.org/lincolnshire>

3.By Post: ✉ For postal payment please send to Lincolnshire County Council, PO Box 3584, Chippenham, Wiltshire, SN15 9EF. **Please ensure that you include the PCN Number with your payment and make your cheque or postal order payable to APCOA Parking UK Ltd.** Cheques are banked by APCOA. All penalty charge income is then paid to Lincolnshire County Council in full. If a receipt is required a stamped addressed envelope must be enclosed.

DO NOT SEND CASH THROUGH THE POST

For payment slip please see page 5

HOW TO MAKE REPRESENTATIONS

If you believe that the penalty charge should not be paid you may make representations to Lincolnshire County Council. Representations must be in writing and you may use this form. The representations may be made by:

Post at PO Box 3584, Chippenham, Wiltshire, SN15 9EF;

<https://www.councilparking.org/lincolnshire>

For the above webpage, please use the following web code: **796HW317**

If you require further information on how to challenge please telephone 0333 600 3003, option 2.

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 show that it was not. *For more information on this, please turn to the last page of this Notice.* If you submit your representations late, you should explain why.

The statutory grounds on which representations may be made are set out below 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 the following page. This Notice **will** be cancelled if one or more of the specified grounds is established. This Notice **may** be cancelled for other compelling reasons even if none of the specified grounds apply. If the Notice is cancelled any sums already paid will be refunded.

If your representations are received in time or are received late but are taken into account, Lincolnshire County 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, 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. An appeal form will be sent with the letter rejecting your representations. The form will explain how and when to appeal to the adjudicator.

The Lincolnshire County Council's policy about late representations and/or representations not covered by the statutory grounds can be found on <http://www.lincolnshire.gov.uk/cpe>

Further information about Civil Parking Enforcement (including PCNs and NtOs) is available online at www.patrol-uk.info or in a leaflet available from the enforcement authority.