

PENALTY CHARGE NOTICE (PCN)

The Traffic Management Act 2004;; The Civil Enforcement of Parking Contraventions (England) General Regulations 2007;

The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007; The Civil Enforcement of Parking Contraventions (England) General (Amendment) Regulations 2008; Civil Enforcement of Parking Contraventions (England) General (Amendment) Regulations 2015;



**Liverpool
City Council**

Penalty Charge Notice:

&SERN0

&LINE1
&LINE2
&LINE3
&LINE4
&LINE5
&LINE6
&LINE7

Date of this Penalty Charge Notice and
date of posting
&PSTDT

This Notice has been served on you because it appears to Liverpool City Council that you are the owner / keeper of:

Vehicle Registration No:

®NO

Make:

&MAKER

And that the following contravention has occurred

&OFF11 &OFF12 &OFF13

Date of Contravention:

&DOFFC

Observed at:

&TOFFC

Location of Contravention:

&LOCPT

This Notice has been served by post on the basis of a record produced by an approved device (enforcement camera) because Liverpool City Council has reason to believe that a penalty charge is payable in respect of the above contravention.

A penalty charge of **£&CFINE** is now payable and must be paid not later than the last day of the period of 28 days beginning with the date on which this PCN was served.

The penalty charge will be reduced by a discount of 50% to **£&CLFIN** if it is paid not later than the last day of the period of 21 days beginning with the date on which this PCN was served.

This Notice will be taken to have been served on the second working day after the day of posting unless you can prove that it was not

NOTE: If you do not pay the penalty charge or make representations in accordance with regulation 4 of the above Representations and Appeals Regulations within the 28 day period specified above the Council may increase the original penalty charge by 50% to **£&CHARG**, and take steps to enforce payment of it.

HOW TO PAY

&SERN0

Payment should only be made if the Notice is not disputed

Cash, Cheque, Postal Order



- **Online** at www.liverpool.gov.uk. Follow links from **Parking, Travel & Roads**
- **By telephone** credit/debit payments only. Payment line 0845 0758583 (24hours / 7 days a week). Have card and vehicle details and PCN number ready.
- **By post** (cheques and postal orders only **DO NOT SEND CASH** – made payable to Liverpool City Council) using the payment slip to: Liverpool City Council, Parking Services, PO Box 981, Municipal Buildings, Dale Street, Liverpool L69 1JB. Allow 2 working days for 1st class post and 5 for 2nd class.
- **In person** at The City Centre One Stop Shop, Cash Office, Municipal Buildings, Dale Street, Liverpool L2 2DH. Monday – Friday 8.30am to 5.30pm. If paying in person it is advisable to obtain a receipt as proof of payment.

Detach here

PAYMENT SLIP

Please complete this slip and return it with your payment to the address overleaf. **Do not send cash.** If you are paying by cheque please make sure it is made payable to Liverpool City Council, dated and signed and please write the PCN number on the reverse.

If you pay by post and wish to provide the following information, we can contact you if there is a problem (such as an incorrectly completed or missing cheque) which may avoid further charges.

Name

Address

Phone number

Penalty Charge Notice:

Vehicle Registration:

Amount paid:

Cheque number (if applicable)

HOW TO MAKE REPRESENTATIONS

&SERN0

If you believe the penalty charge should not be paid you may make representations to Liverpool City Council by:

Post: Liverpool City Council, P.O. Box 981, Municipal Buildings, Dale Street, Liverpool, L69 1JB

On-line: at www.liverpool.gov.uk and follow the link for **Parking, Travel & Roads** and make a formal challenge on-line

If you are unable to use any of these methods, or have any other enquiry, please telephone **0151 233 3011**

The Regulations require you to make any representations within the period of 28 days beginning with the date on which this Penalty Charge Notice was served, and any representations that are made outside of that period 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 prove 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 are 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, Liverpool City Council will let you know its decision in writing or by email (if requested) 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 (post only) rejecting your representations. The form will explain how and when to appeal to the adjudicator. Alternatively, if response by email is requested, the form can be accessed/submitted online via Traffic Penalty Tribunal website.

If you or your representative (if any) would like to view the images held of your vehicle you can do so by ticking one of the following options:

☐

Request a copy of the relevant still images – these are supplied free of charge.

☐

Request an appointment to view the relevant images, at a Liverpool City Council office of your choice, during normal working hours.

(if requested then further details will follow on how you may make an appointment)

Further information about Civil Parking Enforcement (including PCN's and NtO's) is available online at www.patrol-uk.info.

The specified grounds

☐

The alleged contravention did not occur

Please explain why you believe no contravention took place

☐

I was never the owner/keeper of the vehicle in question/or

☐

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

☐

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

If you bought or sold the vehicle, you **must** give the new or former owner's name and address if you have it.

Please also provide the date of the transaction and any other details and include copies of any documents, such as an invoice or bill of sale.

☐

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 provide supporting information that you may have e.g. any crime reference or insurance claim reference

☐

We are a vehicle-hire firm and 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.

☐

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

Tick this box if you think you are being asked to pay more than is required by law and explain why

☐

There has been a procedural impropriety by the enforcement authority

Tick this box if you believe that Liverpool 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

and 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 that 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 that the Order in question is invalid. *Please note that this ground will not apply in respect of a provision in an Order to which Part VI of Schedule 9 to the Road Traffic Regulation Act 1984*

☐

The penalty charge has already been paid in full, or by the reduced amount of an authorised discount.

Tick this box only if you have either already paid the penalty charge notice in full, or paid the penalty charge notice at the authorised discounted rate.

Other grounds

☐

If there are any other reasons why you consider the Council should cancel the penalty charge notice please tick this box and set out those reasons in full in the box below.

Write your representations here (attach any extra sheets if necessary)

Name and address of buyer / seller / hirer of vehicle (where relevant)

We can respond to your representations by e-mail. If you would like us to do so then please tick this box ☐ and provide your e-mail address below. By ticking this box, I confirm that I regard any document as having been duly sent to me, if it was transmitted to the email address I have provided.

I confirm that my representations are true 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 5 on the standard scale (currently £5,000).

Signature _____	Date _____
Name (in capitals) _____	Position in Company (if relevant) _____
Email address _____	

The rule relating to service

The Civil Enforcement of Parking Contraventions (England) General Regulations 2007: Regulation 3

"Service by post"

- (1) Subject to paragraph (5), any notice (except a penalty charge notice served under regulation 9) or charge certificate under these Regulations —
 - (a) may be served by first class (but not second class) post; and
 - (b) where the person on whom it is to be served is a body corporate, is duly served if it is sent by first class post to the secretary or clerk of that body.
- (2) Service of a notice or charge certificate contained in a letter sent by first class post which has been properly addressed, pre-paid and posted shall, unless the contrary is proved, be taken to have been effected on the second working day after the day of posting.
- (3) In paragraph (2), "working day" means any day except—
 - (a) a Saturday or a Sunday; (b) New Year's Day; (c) Good Friday; (d) Christmas Day; (e) any other day which is a bank holiday in England and Wales under the Banking and Financial Dealings Act 1971(a).
- (4) A document may be transmitted to a vehicle hire firm (as defined in regulation 5(4)) by a means of electronic data transmission where—
 - (a) the vehicle hire firm has indicated in writing to the person sending the notice or document that it is willing to regard a document as having been duly sent to it if it is transmitted to a specified electronic address; and
 - (b) the document is transmitted to that address.
- (5) Nothing in this regulation applies to the service of any notice or order made by a county court.