

Traffic Management Act 2004; Civil Enforcement of Parking Contraventions (England) General Regulations 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007; Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007; Civil Enforcement of Parking Contraventions (England) General (Amendment) Regulations 2008; Civil Enforcement of Parking Contraventions (England) General (Amendment) Regulations 2015;

# CHARGE CERTIFICATE



Liverpool  
City Council

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

Date of this Certificate  
and Date of Posting:  
&PRTAD

**PLEASE NOTE: This Certificate has been issued to you because payment of the penalty charge in respect of the parking contravention identified below has not been received. You are now required to pay an increased penalty charge as is explained below.**

On &DNTOS a Notice to Owner was served on you as the person appearing to be the owner or hirer of:

Vehicle Registration No: &REGNO

Make: &MAKER

in respect of the following parking contravention:

Contravention code/description: &OFF11 &OFF12 &OFF13

Location of Contravention: &LOCPT

Date and time of Contravention: &DOFFC at &TOFFC

Penalty Charge Notice No: &SERNO

As the penalty charge has not been paid within the relevant period the penalty charge in question is now increased by 50% to **£&CHARG**.

The penalty charge in respect of this parking contravention was **£&CFINE**. To date **£&CPAID** has been received. **£&CBALA** is outstanding.

For payment options see overleaf

## PAYMENT SLIP

Detach here

You must complete this slip in block capitals and return it with your payment to the address overleaf.

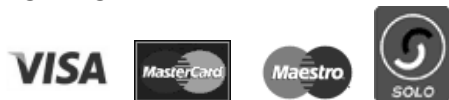
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Penalty Charge Notice : &SERNO  
Vehicle Registration No: &REGNO  
Date of this Certificate: &PSTDT  
Payment Amount Due: £ &CBALA

**PLEASE NOTE:** If this increased penalty charge is not paid before the end of the period of 14 days beginning with the date on which this certificate is served, Liverpool City Council may, if a County Court so orders, recover this increased charge as if it were payable under a County Court Order.

**This Certificate will be taken to have been served on the second working day after the date of posting unless you can show it was not. For more information on this, please turn to page 3 of this certificate.**

## HOW TO PAY



- **Online** at [www.liverpool.gov.uk](http://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) 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 1<sup>st</sup> class post and 5 for 2<sup>nd</sup> 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.

**Do NOT send cash or make credit card payment by post. Post dated cheques will not be accepted. No further correspondence will be entered in to regarding this matter. You must now either pay the Penalty Charge or wait for the Order for Recovery and Witness Statement to be sent to you, please see further details below.**

### Order for Recovery and Witness Statement (TE3 and TE9)

If after receipt of this Charge Certificate the outstanding payment is not paid the PCN may then be registered as a debt at the County Court by the Traffic Enforcement Centre (TEC) in Northampton, on our behalf. An Order for Recovery (TE3) notice will then be sent out to the registered keeper/hirer of vehicle who will then have 2 choices: -

- Pay in full to Liverpool City Council by the date given on TE3

**or, only if applicable:-**

- File a Witness Statement (TE9) to the Traffic Enforcement Centre by the date shown on the TE3 on one of the following four grounds:

1. You did not receive the Notice to Owner.
2. You made representations within 28 days of the service of the Notice to Owner, but you did not receive a rejection notice (you made formal representations).
3. You appealed against the Local Authority's decision to reject your representation within 28 days of service of rejection notice, but you have not received a response to your appeal (you made formal representations which were rejected and you then appealed to the Traffic Penalty Tribunal).
4. The penalty charge has been paid in full with – Date it was paid, How it was paid and To whom it was paid.

**Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in an application verified by a statement of truth without an honest belief in its truth.**

If the outstanding payment is not received by the Local Authority or a Witness Statement has not been filed by you with TEC, then the case can then be registered for a Warrant and passed to Bailiffs to recover the debt. Further details regarding the TEC can be found on their website <http://www.justice.gov.uk/courts/northampton-bulk-centre/traffic-enforcement-centre>

**Amount to Pay: £&CBALA**

**PCN Number : &SERNO**

- ☐ Cheque  
☐ Postal Order
- } Made payable to:  
**Liverpool City Council**

Please write PCN Number on the back of cheques or Postal Orders

### THE RELEVANT PERIOD

- (1) The relevant period within which the penalty charge should have been paid is the period of 28 days beginning -
- (a) where no representations have been made under regulation 4 of the Representations and Appeals Regulations, with the date on which the notice to owner is served;
  - (b) where –
    - (i) such representations have been made;
    - (ii) a notice of rejection was served by the authority concerned; and
    - (iii) no appeal against the notice of rejection was made, with the date on which the notice of rejection is served;
  - (c) where an adjudicator has, under regulation 7(4) of the Representations and Appeals Regulations, recommended the enforcement authority to cancel the notice to owner, with the date on which the enforcement authority notified the appellant under regulation 7(5) of those Regulations that it does not accept the recommendation; or
  - (d) in a case not falling within subparagraph (c) above where there has been an unsuccessful appeal to an adjudicator under the Representations and Appeals Regulations against a notice of rejection, with the date on which notice of the adjudicator's decision was served on the appellant.
- (2) Where an appeal against a notice of rejection was made but was withdrawn before the adjudicator served notice of his decision, the relevant period in relation to a notice to owner is the period of 14 days beginning with the date on which the appeal was withdrawn.

### 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.

