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Traffic Management Act, 2004

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

Date of posting of this Charge Certificate: &PSTDT

CHARGE CERTIFICATE

Penalty Charge Notice No: **&SERNO**

Detection Date: **&DOFFC**

Location of Contravention: **&LOCPT**

Vehicle Registration: **®NO**

The Date of Service of this Charge Certificate is presumed as the second working day after the date of posting.

As the registered keeper owner or hirer of the vehicle **®NO** you are responsible for Penalty Charge Notice number **&SERNO**. A notice was sent to you by post and you have failed to pay the Penalty Charge within 28 days of service of the Penalty Charge Notice, within 28 days of service of the notice of rejection, within 14 days of the appeal being withdrawn or within 28 days of the adjudicators' decision as the case may be.

PAYMENT OF PENALTY CHARGE NOTICE NUMBER &SERNO IS NOW OVERDUE.

The Council has therefore decided to increase the Penalty Charge by 50% to **£&CHARG**. You must pay the **£&CBALA** within 14 days of the date of service of this Certificate. Please follow the payment instructions below. If payment is not received in time, the Council may try and recover the amount in the County Court. This could mean a court judgment against you, a warrant for Enforcement Agents (bailiffs) to seize your goods and costs for you to pay.

Payment Slip

Penalty Charge Notice No: **&SERNO**

Detection Date: **&DOFFC**

Location of Contravention: **&LOCPT**

Vehicle Registration: **®NO**

Date of Posting of this Certificate: **&SRVDT**

Amount Due: **£&CBALA**

Please detach this slip and send it with a cheque or postal order, payable to Liverpool City Council, at the following address:

Liverpool City Council

P.O. Box 981

Municipal Buildings, Dale Street

Liverpool

L69 1JB

Credit or debit card payments may be made by calling the automated payment line on 0845 0758583 (24 hours). Alternatively you may pay in person at the City Centre One Stop Shop Cash Office, Municipal Buildings, Dale Street, Liverpool L2 2DH, or pay online at www.liverpool.gov.uk – follow links from Parking, Travel and Roads, you will require the Penalty Charge Notice number and your vehicle registration number.

Please provide a stamped addressed envelope if a receipt is required

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 Enforcement Agents (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>