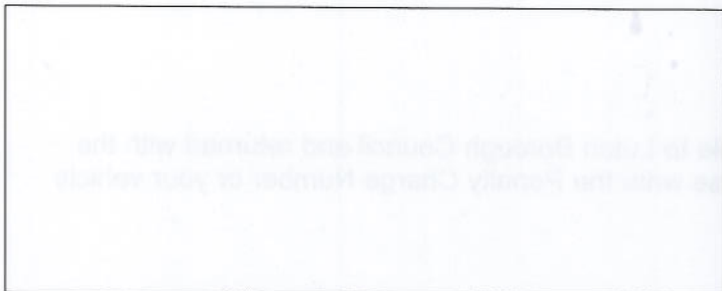


NOTICE TO OWNER

Traffic Management Act 2004,s82; The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 and The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007



This Notice to Owner has been issued to you by Luton Borough Council because the Penalty Charge Notice (PCN) has not been paid in full and you are registered as the owner / keeper / hirer on the date on which the PCN was issued to the vehicle.



Notice to Owner Date:

Date of Posting:

PCN Number:

Vehicle Registration Number:

Contravention:

Location:

Date of Contravention:

Time of contravention:

Date of Service of PCN:

THE PENALTY CHARGE HAS NOT BEEN PAID

Penalty Charge Amount:

Amount Paid to date:

Payment Due Now:

The driver of the vehicle was given 14 days to pay a discounted charge as shown on the PCN. Any amount already paid is shown above but was insufficient to clear the charge in full. As the registered owner / keeper / hirer of the vehicle you are legally liable for the PCN even if you were not the driver at the time. It is now too late to pay the discounted amount and you must take one of the following actions within 28 days of service of this Notice. This Notice will be taken to be served on the second working day after the day of posting (as shown above) unless you can show that it was not.

YOU MUST NOT IGNORE THIS NOTICE OR PASS IT TO THE DRIVER.

You may make representation to Luton Borough Council as to why this Penalty Charge should not be paid. A representation should be made no later than the last day of the period of 28 days beginning with the date this Notice is served and representations made outside that period may be disregarded.

If you do not pay the Penalty Charge or make representation before the end of the 28 day period specified above the Council will increase the Penalty Charge by 50% to _____ and a Charge Certificate served on you. If you do not pay in full the amount shown on the Charge Certificate the Council may register it as a debt at the County Court. A warrant will then be issued and passed to our bailiffs for recovery. Any enforcement action by the bailiffs will result in them adding their own fees to the Penalty Charge.

PAYMENT SLIP

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

The Parking Shop
Town Hall
Luton
LU1 2BQ

Penalty Charge Notice

Registration number

Date of Contravention

PAYMENT OPTIONS

Payment should only be made if the Penalty Charge Notice is not disputed

PHONE

Payment may be made by debit or credit cards by telephoning 0300 456 2725. Please ensure you have your Penalty Charge Notice and card to hand and are aware of the charge payable. Lines are open 24 hours, 7 days a week.

POST

Cheques or Postal Orders should be made payable to Luton Borough Council and returned with the completed payment slip, **do not send cash**. Please write the Penalty Charge Number or your vehicle registration number on the reverse.

All postal payments should be sent to

The Parking Shop
Town Hall
Luton
LU1 2BQ

ON LINE

Visit www.luton.gov.uk and click "Pay it" option.

GENERAL ENQUIRIES

To make an enquiry about this Notice or for other parking information

PHONE: 01582 547272 **EMAIL:** parking@luton.gov.uk

PAY OR DISPUTE

- PAY – Pay the Penalty Charge in full using one of the above methods
- DISPUTE – Make Representation to the Council

There are set grounds on which you may make representations. If you think that one or more of the listed grounds applies to your case complete the form and return to the Council. If you are unsuccessful the letter you receive from us will explain why we have made this decision and how you can appeal to the independent adjudicator should you choose that option.

Data Protection Statement

Data collected through the issuing of this Notice to Owner will be used for the enforcement of traffic contraventions and other associated purposes. This data may also be disclosed to other Councils and enforcement agencies. All processing of this data will be in accordance with the Data Protection Act 1998.

PAYMENT DETAILS

Name _____
Address _____

_____ Post code _____

MAKING A REPRESENTATION

Traffic Management Act 2004,s82; The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 and The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007

Penalty Charge Number:

Vehicle Registration number

Date of Notice to Owner:

The Traffic Management Act 2004 sets out grounds (see below) on which you may make Representations. Your Representation must be made within 28 days of service of the Notice to Owner. Any Representations made after this time may be disregarded.

If your Representation is successful a Notice of Acceptance will be issued and the Penalty Charge cancelled. If your Representation is unsuccessful, a Notice of Rejection will be issued and you must either pay the PCN in full or appeal to an adjudicator, who will independently consider your Appeal. An appeal form will be included with the Notice of Rejection, which you should complete and send to the Traffic Penalty Tribunal at the address shown on the form. Details of the appeals procedure will be sent with the Notice of Rejection.

SECTION 1: GROUNDS FOR REPRESENTATIONS

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.

Please tick the ground on which you are making a representation.

I am not liable to pay the Penalty Charge because:

- ☐ **I was not the owner at the time of the alleged contravention.**
Please complete Section 2
- ☐ **The vehicle was parked by a person who was in control of it without my consent.**
Supply proof such as a police crime reference number and police station address or insurance claim in Section 3
- ☐ **We are a hire firm and the person hiring the vehicle signed a statement accepting liability.**
Supply a copy of the signed hire agreement including the name and address of the hirer. Please complete Section 4
- ☐ **The alleged contravention did not occur.**
In Section 3 explain why you believe no contravention took place.
- ☐ **The Penalty Charge exceeded the amount applicable in the circumstances of the case.**
That is, you have been asked to pay more than you think you are legally liable to pay. Please complete Section 3.
- ☐ **The Civil Enforcement Officer was not prevented from serving the Penalty Charge Notice.**
You received the Penalty Charge Notice by post, as the Civil Enforcement Officer was prevented from issuing the Penalty Charge Notice at the scene. Please complete Section 3.
- ☐ **The relevant designation order was invalid.**
You believe the parking restriction in question was invalid or illegal. Please complete Section 3.
- ☐ **There has been a procedural impropriety on behalf of the authority.**
Please complete Section 3 stating why you believe the authority has acted improperly or in breach of the regulations.
- ☐ **The Penalty Charge Notice was paid, either in full or at the discounted rate within the discount period.**

OTHER GROUNDS

- ☐ **If there are any other reasons why you consider the Council should cancel the Penalty Charge Notice and refund any sum already paid please tick this box and set out those reasons in full in Section 3.**

ce was issued because:

So was Ted's brother.

- alleged contravention
- and contravention

capitals)

.....

.....

.....

.....

.....

...of ...

ship of vehicle commenced

as or mitigating circumstances you wish to be appropriate.

This image shows a full page of white paper with horizontal dashed lines, typical of primary school handwriting practice paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

.....

presentation to be considered.
 That making a false statement is an offence
 to £5000.

Date _____
