

INSTRUCTIONS FOR PAYMENT

The penalty charge must be paid within the period of 28 days beginning with the date on which the alleged contravention occurred. If the penalty charge is paid no later than the last day of the period of 14 days beginning with the date on which the notice was served, the penalty charge will be reduced by 50% as shown overleaf.

HOW TO PAY

Payment may be made

Online - visit www.north-herts.gov.uk and follow the online instructions. We accept Visa, Mastercard, Delta, Maestro or Solo.

By telephone - call 0300 013 2190 (24 hours).

Calls from landlines charged at your local rate or from a mobile, your standard Network rate applies (For further information, please check with your provider)

We accept Visa, Mastercard, Delta, Maestro or Solo.

By Post - send crossed cheque or postal order

made payable to North Hertfordshire District Council.

Please write the PCN number and your address on the reverse of the cheque/ postal order. Do not send cash through the post.

Send your payment, together with the completed payment slip to: Parking Services, North Hertfordshire District Council, PO Box 10613, Nottingham, NG6 6DW.

HOW TO CHALLENGE

Any challenge to this Penalty Charge Notice must be made in writing and can be sent to us by the following methods:

Online - visit www.north-herts.gov.uk/challengepcn and complete the Parking Penalty Charge Notice Challenge Form

Post - to: Parking Services, North Hertfordshire District Council, PO Box 10613, Nottingham, NG6 6DW.

NO TELEPHONE CHALLENGES CAN BE ACCEPTED

If representations against the Penalty Charge Notice are received on or before the end of the 28 day period as specified on the front of this Penalty Charge Notice those representations will be considered by the Council.

If you make representations against this PCN, but the Council issues a Notice to Owner (NtO) anyway, the owner/ keeper must follow the instructions on the NtO and make representations against the Penalty Charge Notice in the form, manner and at the time specified in the NtO.

IF THE PENALTY CHARGE NOTICE IS NOT PAID

If the Penalty Charge Notice is not paid on or before the end of the 28 day period as specified on the front of this Penalty Charge Notice or successfully challenged the Council may serve a Notice to Owner (NtO) on the owner/ keeper of the vehicle requiring payment of the Penalty Charge Notice. Registered keeper details may be requested from DVLA. The owner/keeper on whom an NtO is served can then make representation to the Council and may appeal to an independent adjudicator if those representations are rejected. The NtO will contain instructions for doing this.

You may wish to obtain a **certificate of posting** from the Post Office if you send a payment or challenge to us by post.

Payment Slip

Please complete the details below and return this slip with your crossed cheque or postal order made payable to: North Hertfordshire District Council.

Your Name:

Address:

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..... Post Code.....

Telephone.....