

## INSTRUCTIONS FOR PAYMENT

Full payment of this Penalty Charge Notice must be received not later than the last day of the period of 28 days beginning with the date on which this PCN was served. If payment is received not later than the last day of the period of 14 days beginning with the date on which this PCN was served the reduced charge shown overleaf will be accepted as settlement.

### HOW TO PAY

Payment may be made

**Online** - by visiting [www.north-herts.gov.uk](http://www.north-herts.gov.uk) and following the online instructions.

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

**By telephone** - call 0300 4560535 (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: North Hertfordshire District Council, P.O. Box 227, Letchworth Garden City, Herts SG6 3WX.

### 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](http://www.north-herts.gov.uk/challengepcn) and complete the Parking Penalty Charge Notice Challenge Form

**Post** - to: North Hertfordshire District Council, P.O. Box 227, Letchworth Garden City, Herts. SG6 3WX.

#### 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.

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### 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.....