

Notice to Owner/Keeper/Hirer

The Traffic Management Act 2004, s82; The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022; The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) (England) Regulations 2022

TO10/03/25

To

Vehicle Registration Number:

Penalty Charge Notice Number:

Penalty Charge Notice
Service Date:Date of this notice
and date of posting:

North Hertfordshire District Council has sent you, as the registered owner/keeper/hirer of the above vehicle, this Notice to Owner because a Penalty Charge Notice was issued to the vehicle and to date full payment has not been received. The person appearing to be in charge of the vehicle was allowed 14 days to make payment of a 50% discounted penalty charge, otherwise the full penalty charge became due. Either no payment has been received or any payment received has been insufficient to clear the penalty charge. As the registered owner/keeper of the vehicle (or the person who was hiring the vehicle at the time that the Penalty Charge Notice was issued) you are legally liable for the penalty charge **even if you were not the driver at the time.**

Liability for the Penalty Charge lies with you, the Owner/Keeper/Hirer

On [] you were the registered owner/keeper/hirer of the Vehicle

Registration Number [] when Penalty Charge Notice number []

was issued because Civil Enforcement Officer [] had reasonable cause to believe that the following parking contravention had occurred and that a penalty charge is payable.

Location	Date of contravention	At (time)
[]	[]	[]

The penalty charge is: £ [] To date you have paid: £ [] Payment is now due: £ []

It is now too late to pay the 50% discounted charge, therefore you have two options: **PAY IN FULL** or **MAKE REPRESENTATIONS**.

a) PAY IN FULL. A penalty charge is now payable and must be paid within the period of 28 days beginning with the date on which this Notice is served. Payment may be made using one of the payment methods shown on the attached payment slip (see the information on both sides of the payment slip)

b) MAKE REPRESENTATIONS TO NORTH HERTFORDSHIRE DISTRICT COUNCIL (the Council) as to why this penalty charge should not be paid. The statutory grounds on which you may make representations are contained in Regulation 5(4) of SI 2022/576 and are set out overleaf. Representations must be made by one of the following methods:

In writing by post to Parking Services, North Hertfordshire District Council, PO Box 10613, Nottingham, NG6 6DW or Online at www.north-herts.gov.uk/challengepcn

Representations must be made within the period of 28 days beginning with the date on which this Notice is served. Any representations which are made outside that period may be disregarded. You may use this form to make representations.

N.B. This Notice will be taken to have been served on the second working day after the date of posting (as shown above) unless you can show that it was not.

If neither **payment** nor **representations** have been received within the 28 day period specified above, a **Charge Certificate** may be sent to you **which increases the amount of the Penalty Charge by a further 50% to £ []**. If the Charge Certificate is not paid, the increased amount will be registered as a debt at the **County Court** and a **warrant** may be issued against you for Enforcement Agents to recover the debt.

Information regarding representations: - If your representations are received in time, or are received late but are taken into account, the Council will let you know its decision in writing within 56 days beginning with the date on which your representations were served on the Council. If the Council accept your representations this Notice to Owner will be cancelled and you will not have to pay the penalty charge. If the Council reject your representations you will be sent a Notice of Rejection and you will have 28 days beginning with the date of service of the Notice of Rejection to either pay in full or 'Appeal' against the decision to the Adjudicator, who acts independently. The Notice of Rejection will explain how to 'Appeal'.

Payment Slip

Please complete in block capitals:

Name

Address

Post code

Vehicle Registration No:

Penalty Charge Notice No:

Penalty Charge Notice
Service Date:

Please detach this slip and enclose it with your crossed cheque/postal order made payable to North Hertfordshire District Council. Please write the Penalty Charge Notice Number on the reverse of your cheque or postal order and post to **Parking Services, North Hertfordshire District Council, PO Box 10613, Nottingham, NG6 6DW**. See overleaf for other methods of payment.

REPRESENTATIONS

Tick one of the following

THE SPECIFIED GROUNDS

- The alleged contravention did not occur.**
(Please explain why you believe no contravention took place)
- I was never the owner of the vehicle in question, or**
- I had ceased to be its owner before the date on which the alleged contravention occurred, or**
- I became its owner after the date on which the alleged contravention occurred.**
(If you bought or sold the vehicle, you **must** give the new or former owner's name and address if you have it. Please also provide the date of the transaction and any other details, and include copies of any documents such as an invoice or bill of sale).
- At the time that the alleged contravention occurred, the vehicle in question was in the control of a person who did not have the consent of the owner.**
(Tick this box if your vehicle was stolen or taken without your consent. Please provide any supporting information that you may have e.g. any crime reference or insurance claim reference).
- We are a vehicle-hire firm and the vehicle was on hire under a hiring agreement and the hirer had signed a statement acknowledging liability for any PCN issued during the hiring period.** (The hiring agreement must be one which qualifies by containing prescribed particulars. You must supply the name and address of the hirer. Please also supply a copy of the signed agreement).
- The penalty charge exceeded the amount applicable in the circumstances of the case.** (Tick this box if you think you are being asked to pay more than is required by law and explain why).
- There has been a procedural impropriety on the part of the enforcement authority.**
(Tick this box if you believe that the North Hertfordshire District Council has failed to comply with any requirement imposed by the Traffic Management Act 2004, by The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) (England) Regulations 2022 or by The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022; Please set out the statutory requirement, time limit or other procedural step with which you believe that the Council has failed to comply).
- The Order which is alleged to have been contravened in relation to the vehicle concerned is invalid.** (Please explain why you believe that the Order in question is invalid).
- This Notice should not have been served because the penalty charge had already been paid:** (i) in full; or (ii) at the discounted rate set in accordance with Schedule 9 to the Traffic Management Act 2004 and **within the time specified in Regulation 5(4)(i)(i) and (ii) of The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) (England) Regulations 2022.** (Please indicate the amount of the payment made and when and how the payment was made and include a copy of any supporting documentary information such as a receipt or bank statement). N.B. The discounted rate was 50% of the penalty charge and should have been paid within 14 days beginning with the date on which the PCN was served

Our privacy statement, detailing how we use and protect your data and what rights you have regarding this, is available here: www.north-herts.gov.uk/gdpr. The statement is available on request.

DECLARATION

I confirm the details of my representations are correct to the best of my knowledge. I realise that knowingly or recklessly making a false statement may result in prosecution and a fine upon conviction of up to level five on the standard scale (currently £5,000).

Signature: Date:
 Name (Block Capitals): Position in Company (if applicable):

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.

Details of Representations

Please continue on additional paper if necessary.

TICK RELEVANT BOX BELOW

- I was not the owner/keeper of the vehicle when the Penalty Charge Notice was issued because:
- *I sold the vehicle on / /
 - *I bought the vehicle on / /
 - I never owned the vehicle.
- *(Please supply proof of purchase or sale of the vehicle, e.g. a copy of the receipt or DVLA notification or confirmation from your insurers that you have renewed or cancelled insurance.)*

Name and Address of Buyer/Seller/Hirer	
Name
Address
Post Code
Date of Purchase/Sale

HOW TO PAY

Payment may be made:
Online – by visiting www.north-herts.gov.uk and following 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. Please 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.