

Charge Certificate



Traffic Management Act 2004; 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

TO12/03/25

To

Vehicle Registration Number:

Penalty Charge Notice Number:

Penalty Charge Notice Issue Date:

Notice to Owner Issue Date:

Date of this Certificate and date of posting:

North Hertfordshire District Council has sent you, as the owner/keeper/hirer of the above vehicle, this Charge Certificate because a Penalty Charge Notice, as detailed below, was issued to the vehicle and to date full payment has not been received.

On Penalty Charge Notice number was issued to Vehicle

Registration Number because the vehicle was involved in the following parking contravention, namely:

Location	Date of contravention	At (Time)
<input type="text"/>	<input type="text"/>	<input type="text"/>

The penalty charge has not been paid. As the owner/keeper/hirer of the vehicle at the time of the above contravention you are responsible for the payment of the Penalty Charge Notice. A Notice to Owner was sent to you on

which gave you 28 days to pay this penalty charge or challenge its issue. Because payment in full has not been made within the relevant period the amount of the penalty charge has been increased by 50%. *For more information on this, please turn to reverse of this certificate.*

The penalty charge was	£ <input type="text"/>
Charge Certificate (50% increase)	£ <input type="text"/>
To date you have paid	£ <input type="text"/>
Balance outstanding	£ <input type="text"/>

Please note: If this increased penalty charge is not paid before the end of the period of 14 days beginning with the date on which this certificate is served, North Hertfordshire District Council may, if a county court so orders, recover this increased charge as if it were payable under a county court order and Enforcement Agents may be used to recover payment. You will also become liable for the additional fees of the County Court and the Enforcement Agent

This Certificate will be taken to have been served on the second working day after the day of posting unless you can show that it was not. *For more information on this, please turn to reverse of this certificate.*

Payment Slip

Please complete in block capitals:

Name

Address

Post code

Vehicle Registration No:

Penalty Charge Notice No:

Penalty Charge Notice Issue 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

THE RELEVANT PERIOD

- (1) The relevant period within which the penalty charge should have been paid is the period of 28 days beginning –
 - (a) where no representations have been made under regulation 5 of the Representations and Appeals Regulations 2022, with the date on which the notice to owner is served;
 - (b) where –
 - (i) such representations have been made;
 - (ii) a notice of rejection was served by the authority concerned; and
 - (iii) no appeal against the notice of rejection was made, with the date on which the notice of rejection is served;
 - (c) where an adjudicator has, under regulation 7(8) of the Representations and Appeals Regulations 2022, recommended the enforcement authority to cancel the notice to owner, with the date on which the enforcement authority notified the appellant under regulation 7(9) of the Representations and Appeals Regulations 2022 that it does not accept the recommendation; or
 - (d) in a case not falling within subparagraph (c) above where there has been an unsuccessful appeal to an adjudicator under the Representations and Appeals Regulations against a notice of rejection, with the date on which notice of the adjudicator's decision was served on the appellant.
- (2) Where an appeal against a notice of rejection was made but was withdrawn before the adjudicator served notice of his decision, the relevant period in relation to a notice to owner is the period of 14 days beginning with the date on which the appeal was withdrawn.

THE RULE RELATING TO SERVICE

The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022: Regulation 3 states

“Service by post or electronically

3.—(1) This regulation makes provision about the service of documents under these Regulations, other than notices or orders made by a county court.

(2) A notice or charge certificate which is required by these Regulations to be served by post—

(a) may be served by first class (but not second class) post, and

(b) where the person on whom it is to be served or to whom it is to be given is a body corporate, is duly served or given if it is sent by first class post to the secretary or clerk of that body.

(3) Service of such a notice or charge certificate contained in a letter sent by first class post which has been properly addressed, pre-paid and posted is to be taken to have been effected on the second working day after the day of posting.

(4) For the purposes of paragraph (3) “working day” means any day except—

(a) a Saturday or a Sunday, (b) New Year's Day, (c) Good Friday, (d) Christmas Day, or (e) any other day which is a bank holiday in England and Wales under the Banking and Financial Dealings Act 1971(1).

(5) A document may be transmitted to a vehicle-hire firm by means of electronic data transmission where—

(b) it has indicated in writing to the person sending the document that it is willing to regard a document as having been duly sent to it if it is transmitted to a specified electronic address, and

(c) the document is transmitted to that address.”

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 privacy statement is available on request.

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.