

PENALTY CHARGE NOTICE (PCN)

This notice also acts as a NOTICE TO OWNER (NtO)

The Traffic Management Act 2004, s78; The Civil Enforcement of Parking Contraventions (England) General Regulations 2007; The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007, The Civil Enforcement of Parking Contraventions (approved devices) (England) Order 2007.



Date of this Penalty Charge Notice/Notice to Owner and date of posting: `today's date`

address

(PCN) Number: `pcnno`

Vehicle Registration: `vrn`

Make: `vehiclemake`

Colour: `vehiclecolour`

This Notice has been served on you by postal means because it appears to the enforcing authority, North Tyneside Council, that you are the owner of the above vehicle.

The Enforcement Authority, North Tyneside Council, believes that the following contravention had occurred and that a penalty charge is payable:

contravention `contraventiondescription`

Location: `streetname`

Date of contravention: `issdateonly`

Time: `isstimeonly`

Observed from: `firstobs` to: `isstimeonly`

The parking contravention has been recorded by an approved device (in this case a camera and recording system) and this is why the notice has been served on you by post.

The Penalty Charge of £ `fullamount` is payable by you as the owner and must be paid not later than the last day of the period of 28 days beginning with the date on which this PCN was served. This Notice will be taken to have been served on the second working day after the date of posting (as shown above).

The penalty charge will be reduced by a discount of 50% to £ `discountamount` if paid not later than the last day of the period of 21 days beginning with the date on which this Notice was served.

As this penalty charge has become payable because the parking contravention was recorded on an approved device, you or your representatives may make a written request to North Tyneside Council to view the record produced by the approved device. You may also request North Tyneside Council to provide you with such still images from the record which, in their opinion, establishes the contravention or alternatively you may view the record by visiting http://www.northtyneside.gov.uk/parking-photos.shtml?p_subjectCategory=880

NOTE: You may make representations to North Tyneside Council as to why this penalty charge should not be paid. These representations should be made not later than the last day of the period of 28 days beginning with the date on which this Notice is served and any representations which are made outside that period may be disregarded.

If you do not pay the penalty charge or make representations within the period specified above the Council may increase the original penalty charge by 50% and take steps to enforce payment.

SEE FOLLOWING FOR: How to Pay or How to make Representations about this Notice

HOW TO PAY

Payment should only be made if the Notice is not disputed

By Post -Cheques & Postal Orders must be made payable to 'North Tyneside Council'. The PCN number and address must be written on the reverse of the cheque. Please send to: Team Revenue, North Tyneside Council, PO Box 694, North Shields, Tyne & Wear, NE28 7RR. Allow 2 days for 1st class post and 5 days for 2nd class post.

In Person -Payment can be made using cash, cheque, credit / debit card at the Following Customer Service Offices:

Opening times of these offices are:-

York Road, Whitley Bay	9.00 a.m. to 4.30 p.m. Monday, Tuesday, Wednesday & Thursday
5-7 Segedunum Way, Wallsend	9.00 a.m. to 4.00 p.m. Friday
Northumberland Square North Shields	

By Telephone -Credit Card / Debit cards payments only Tel: 0345 200 0107. Please have your PCN Number ready and debit or credit card details available. (Visa Debit, Maestro, Visa Credit or Mastercard).

Online -visit http://www.northtyneside.gov.uk/parking-pay.shtml?p_subjectCategory=360 you will need your PCN Number, vehicle registration mark and your debit or credit card details.

HOW TO MAKE REPRESENTATIONS

If you believe that you should not pay this penalty charge you may make representations to North Tyneside Council. Representations must be in writing and should be sent to Parking Control, Quadrant East, The Silverlink North, Cobalt Business Park, Tyne and Wear, NE27 0BY. Alternatively, you can also e-mail parkingcontrol@northtyneside.gov.uk

If you wish to view the record produced by the approved device you may do so by visiting http://www.northtyneside.gov.uk/parking-photos.shtml?p_subjectCategory=880 or you may make a written request to Control, Quadrant East, The Silverlink North, Cobalt Business Park, Tyne and Wear, NE27 0BY to view the record, or to request still images from the record which, in the opinion of North Tyneside Council, establishes the contravention occurred.

Representations which are made after the end of the 28 day period specified on the first page of this Notice may be disregarded. This Notice 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 the last page of this Notice. If you submit your representations late, you should explain why. The Enforcement Authority will consider your request and notify you in writing whether they are prepared to consider your late representations.

The statutory grounds on which your representations may be made are set out on the following page together with an indication of the information which you should supply in support of your representations.

It is important to provide all relevant information. Tick the relevant boxes and write your reasons in the box on the following page. This Notice will be cancelled if one or more of the specified grounds are 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.

If your representations are received in time or are received late but are taken into account, North Tyneside Council will let you know its decision in writing not later than the last day of the period of 56 days beginning with the date on which your representation was served. If the Council fails to do so, this Notice will be cancelled and any sums already paid will be refunded.

If your representations are rejected, you have the right to appeal against that decision to an independent Adjudicator. An appeal form will be sent with the letter rejecting your representations. The form will explain how and when to appeal to the Adjudicator.

Further information about Civil Parking Enforcement (including PCNs and NtOs) is available online at www.patrol-uk.info.

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 any documents such as
an invoice or bill of sale)
- The vehicle had been permitted to remain at rest in the place in question by a person who was in control of the
vehicle without 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 contained certain 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 by the enforcement authority.
(Tick this box if you believe that the enforcement authority North Tyneside Council has failed to comply with any
requirement imposed by the Traffic Management Act 2004, by the Civil Enforcement of Parking Contraventions (England)
Representations and Appeals Regulations 2007 or by the Civil Enforcement of Parking Contraventions (England) General
Regulations 2007 Regulations. 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. Please note that this ground will not apply in respect
of a provision in an Order to which part VI of Schedule 9 to the Road Traffic Regulation Act 1984 applies)
- Other grounds
If there are any other reasons not listed above why you consider the Council should cancel this Notice please tick this box
and set out those reasons in full on the following page.

Write your representations here: (attach any extra sheets if necessary. Please include the penalty Charge Reference on all sheets) pcno

Name and address of buyer / seller / hirer of vehicle (where relevant).

Date of sale/purchase

Date of Hire (from & to)

I confirm that my representations are true 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 5 on the standard scale (currently £5,000).

Signature..... Date.....

NAME..... (in capitals) Position in company..... (if relevant)

THE RULE RELATING TO SERVICE

The Civil Enforcement of Parking Contraventions (England) General Regulations 2007: Regulation 3

Service by post

- (1) Subject to paragraph (5), any notice (except a penalty charge notice served under regulation 9) or charge certificate under these Regulations —
 - (a) may be served by first class (but not second class) post; and
 - (b) where the person on whom it is to be served is a body corporate, is duly served if it is sent by first class post to the secretary or clerk of that body.
- (2) Service of a notice or charge certificate contained in a letter sent by first class post which has been properly addressed, pre-paid and posted shall, unless the contrary is proved, be taken to have been effected on the second working day after the day of posting.
- (3) In paragraph (2), "working day" means any day except—
 - (a) a Saturday or a Sunday;
 - (b) New Year's Day;
 - (c) Good Friday;
 - (d) Christmas Day;
 - (e) any other day which is a bank holiday in England and Wales under the Banking and Financial Dealings Act 1971.
- (4) A document may be transmitted to a vehicle hire firm (as defined in regulation 5 4)) by a means of electronic data transmission where—
 - (a) the vehicle hire firm has indicated in writing to the person sending the notice or 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 (b) the document is transmitted to that address.
- (5) Nothing in this regulation applies to the service of any notice or order made by a County Court