

# Penalty Charge Notice



**Nottingham**  
**City Council**

THE ROAD TRAFFIC REGULATION ACT 1984 SECTIONS 1, 2, 4, 9 and 14 (as amended)  
THE TRANSPORT ACT 2000 SECTION 144 (1), (2) and (9) (as amended)

To:

Penalty Charge Notice Number:

Date of Contravention:

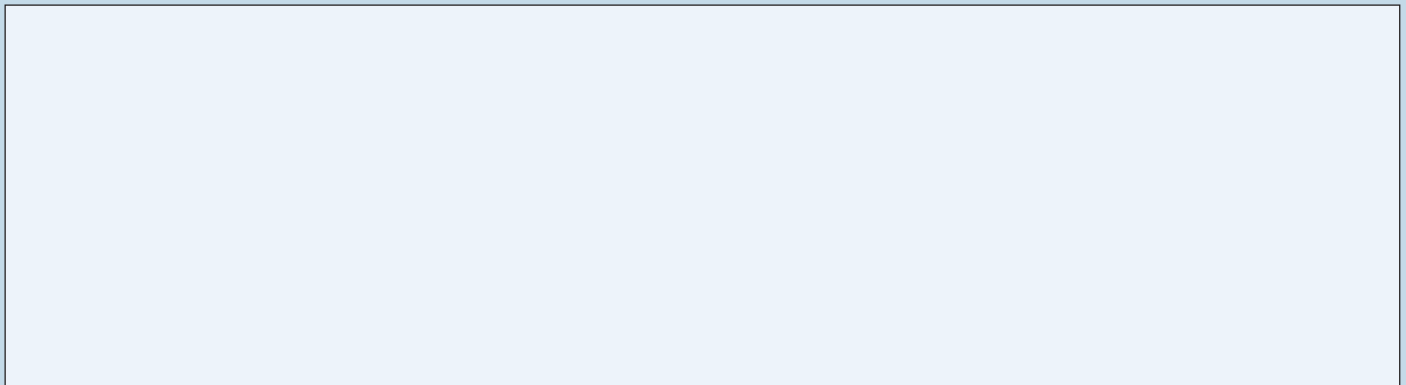
Date Issued & Posted:

Date of Service:

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

Nottingham City Council believes that a **Penalty Charge of £60** is payable for the following alleged contravention:  
**Code 34: Being in a Bus Lane** (as defined in S.144(5) Transport Act 2000 (as amended)).

The vehicle  was seen on , Nottingham,  
at . The alleged contravention was noted by . This  
Penalty Charge Notice has been served by post on the basis of a record produced by an approved device and also acts like  
a Notice to Owner. The attached photographs were extracted from digital video images, captured by either a manned or  
unmanned roadside camera from the time stated above and, in the Authority's opinion, establish the contravention.



### YOU MUST NOT IGNORE THIS NOTICE

The above photographs have been provided free of charge

1. This Penalty Charge Notice (PCN) has been sent to you as the registered owner, vehicle trader or the person who was hiring the vehicle at the time the PCN was issued for the contravention of being in and/or proceeding in a bus lane, because the Authority has reason to believe you are the person liable to pay the charge. **This must be paid by no later than 28 days beginning with the Date of Service.**
2. If the penalty charge is paid before the end of the period of 14 days beginning with the date of service of the notice, **the penalty charge will be reduced by one half.** Please note that the date of service has been calculated for you being 2 working days after the date of posting, as sent by 1st class post unless you can prove otherwise.
3. **You can make representations against paying the penalty charge within 28 days**, beginning with the date of service, on the grounds set out overleaf. The Council may disregard representations made outside this 28 day period. All representations must be in writing, either by post or online. **As the penalty charge has been set at £60, all representations are against this amount.** If you make unsuccessful representations which have been replied to by the Council within the 14 day period (para. 2 above), any remaining discount period will still apply. **Please note that during consideration of your representations the discount period is not put on hold.**
4. **If you haven't paid the penalty charge or made representations** by the end of this 28 day period, the Council may serve a Charge Certificate **increasing the penalty charge by a half to £90** and take steps to enforce payment of the increased amount.
5. **The Council has a digital video of the alleged contravention.** You may view it online by going to [www.nottinghamcity.gov.uk/buslanes](http://www.nottinghamcity.gov.uk/buslanes). Please enter your PCN number and vehicle registration number and confirm that you have read the terms and conditions. Alternatively, you or your representative may, by notice in writing to the Authority, request to view the record of the contravention. This will be arranged in a reasonable time, at one of the Authority's offices of your choosing that has the necessary facilities, at a time during normal office hours (Monday to Friday 08:30 to 16:50). The Council does not charge for either of these services.

### PAYMENT OPTIONS

**Internet:** Pay online at our secure website [www.nottinghamcity.gov.uk/buslanes](http://www.nottinghamcity.gov.uk/buslanes) **By telephone:** most major credit/debit cards accepted, 24/7 payment service. Telephone 08456 580590. Have card, vehicle details and PCN number ready. **By Post:** Cheques and Postal Orders made payable to Nottingham City Council. Do not send cash. If a receipt is required a stamped addressed envelope should also be enclosed. Please allow up to 5 working days for postal payments. **All postal payments and other correspondence must be sent to Nottingham City Council, Processing & Enforcement Services, P.O. Box 10169, Nottingham NG1 9HS.**

**If this Notice has a barcode printed on it you can pay at any Post Office or PayPoint outlet where you see these signs.**

**Post Office** - Will accept payment in cash, by cheque (Payable to "Post Office Counters Ltd") or most major debit cards.

**PayPoint** - Must be in cash.

For your nearest PayPoint outlet go to [www.paypoint.co.uk](http://www.paypoint.co.uk)

**Please take care of this Notice. Should the barcode become damaged it may become unreadable. A separate receipt will be issued. Please keep receipts safe. There is no charge for this service.**



# How to make representations against the Penalty Charge

If you do not think that you should have to pay this Penalty Charge, you may make representations to the Authority either online at [www.nottinghamcity.gov.uk/buslanes](http://www.nottinghamcity.gov.uk/buslanes) or in writing by post to the address overleaf and you may use this form.

The Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2005 (SI No. 2757) sets out six grounds on which you may make representations. These are set out below, together with an indication of the information that should be supplied in support of your representations. Tick the relevant boxes and write your reasons in the box provided. However, the Council may consider other mitigating circumstances and you should tick the box "Other reasons" and give full details. This Penalty Charge will be cancelled if one or more of the specified grounds are established.

If your representations are received in time or are received late but are taken into account, the authority will consider them and let you know its decision in writing. If your representations are rejected you have the right to appeal against that decision to an independent Adjudicator. Details of how and when to appeal to the Adjudicator will be included in the letter of rejection of representations.

**If payment is made at any time during the appeals process, liability for the contravention is accepted and the case will be closed.**

## The Penalty Charge Notice WAS ISSUED INCORRECTLY BECAUSE:

☐ **The alleged contravention did not occur.**

Tick this box if you believe the contravention did not occur or you believe an exemption to the regulations applies, for example you were forced to drive in the bus lane.

☐ **The penalty charge exceeded the amount applicable in the circumstances of the case.**

Tick this box if the PCN asked you to pay more than you are legally liable to. Penalty charges in Nottingham are set in accordance with guidance from the Department for Transport.

☐ **The circumstances leading to the issue of the PCN are subject to criminal proceedings or a Fixed Penalty Notice has been issued:**

Tick this box if you have been issued a FPN or are subject to a summons for the same offence by the Police. (You must attach a copy of the ticket).

## I AM NOT LIABLE TO PAY the Penalty Charge Notice BECAUSE:

☐ **I was not the owner of the vehicle at the time of the alleged contravention.**

Tick this box if you did not own the vehicle when the PCN was issued. When returning this form please enclose details - such as a receipt of sale / purchase or a copy of the DVLA registration form. You must give the name and address of the person who bought / sold the car and the date of the sale / purchase in the box provided.

☐ **I was not the hirer of the vehicle at the time of the alleged contravention.**

I was the hirer of the vehicle but I had not signed a statement of liability.

If you have been elected by a car hire company as the hirer of the vehicle at the time of the contravention but you dispute this or dispute that you signed a statement of liability, please supply any documentary evidence you have to support this.

☐ **I was the registered keeper of the vehicle on the date of the alleged contravention, however:**

- We are a hire company and the hirer had signed a statement accepting liability. Please supply name and address and the signed agreement.
- The vehicle was being kept by a vehicle trader at the time of the contravention. Please supply name and address of trader and a copy of any documentary evidence.
- The vehicle was being used without my consent at the time of the contravention; if the driver is known to you please provide name and address. If the vehicle had been stolen please provide details of the Police crime number or insurance claim number.

☐ **Other reasons** - explain this when returning the form.

## DETAILS TO SUPPORT YOUR REPRESENTATIONS

Attach additional sheets if required, clearly marking each sheet with the Penalty Charge Notice Number

### TICK RELEVANT BOX

I was not the owner of the vehicle when the PCN was issued because:

- ☐ \* I had sold the vehicle before that date to:  
☐ \* I purchased the vehicle after that date from:  
☐ \* 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 \_\_\_\_\_

Postcode \_\_\_\_\_

Date of Purchase/Sale \_\_\_\_\_

**General Data Protection Regulations (EU) (2016/679) and Data Protection Act 2018**  
The personal information obtained from the DVLA and you is for the purpose of issuing a penalty charge notice. For further information on how we use and share your data please visit <https://www.nottinghamcity.gov.uk/privacy-statement/>. If you prefer paper, contact the Data Protection Team on 0115 876 3855 and we will post you a copy.

## DECLARATION

## This must be signed in order for your representations to be considered

I confirm the details of my representations are correct to the best of my knowledge. I realise that 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 relevant) \_\_\_\_\_