

### HOW TO PAY

- **By telephone** Credit / debit card payments only. Automated payment line **0333 121 4311** (24 hours/ 7 days a week). Please have your card, vehicle details and PCN number ready.
- **Online** at [www.nottinghamshire.gov.uk/buslaneenforcement](http://www.nottinghamshire.gov.uk/buslaneenforcement) Follow links from **online payments**
- **By Post:** ☒ For postal payment please complete the payment slip below; detach and forward, along with payment (please make your cheque or postal order payable to Nottinghamshire County Council), to the address on the payment slip. If a receipt is required a stamped addressed envelope must be enclosed.
- Please note that post-dated cheques cannot be accepted.

**Do not send cash through the post.**

### HOW TO MAKE REPRESENTATIONS

If you believe that the Penalty Charge Notice should not be paid, you may make representations to Nottinghamshire County Council. Representations must be made in writing and you may use this form and return it to the following address: **Nottinghamshire County Council, PO Box 10282, Nottingham, NG17 0DX**. Representations may also be made online by visiting [www.nottinghamshire.gov.uk/buslaneenforcement](http://www.nottinghamshire.gov.uk/buslaneenforcement) and using the following Web Code **(insert)**

If you require further information on how to challenge please telephone **0333 121 4311**.

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 statutory grounds on which representations may be made are set out on the attached sheet 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 is established. This Notice **may** be cancelled for other compelling reasons even if none of the specified grounds apply.

If your representations are received in time or are received late but are taken into account, Nottinghamshire County Council will 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. An appeal form will be sent with the letter rejecting your representations. The form will explain how and when to appeal to the adjudicator.

The owner/keeper/hirer can view the recording of the CCTV via our website and this is accessible via computer terminals in libraries and contact centres around Nottinghamshire.

Further information about Civil Parking Enforcement and bus lane enforcement (including PCN's and NTO's) is available on line at [www.patrol-uk.info](http://www.patrol-uk.info) or at [www.nottinghamshire.gov.uk/buslaneenforcement](http://www.nottinghamshire.gov.uk/buslaneenforcement)

**Please do not send payment with any appeal**

✂ detach here -----

**Payment Slip - BUS LANE CONTRAVENTION - Cheques / Postal Orders Payable to: "Nottinghamshire County Council"**

**Return Address:**

**Central Processing Unit**

**PO Box 10282**

**Nottingham**

**NG17 0DX**

**PCN Number:**

«Notice\_Number»

**Vehicle registration:**

«Notice\_VRM»

**\*please complete**

**Attached Cheque / Postal Order  
total:**

**\*£**

**\*Sign**

**\*Date:**

### THE SPECIFIED GROUNDS

- ☐ **The alleged contravention did not occur.**  
(Please explain why you believe no contravention took place)
- ☐ **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.)
- ☐ **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 for the same offence by the police
- ☐ **I was not the owner/keeper of the vehicle at the time of the alleged contravention**  
Tick this if sold the vehicle before - or brought the vehicle after – the date of contravention. You **must** give the new or former owner's name and address along with supporting documentation to prove transaction.
- ☐ **I was the hirer of the vehicle but had not signed an agreement accepting liability.**  
Please supply any documentation to support your claim
- ☐ **We are the registered owner, however;**
- I. We are a hire firm, and the hirer had signed a statement accepting liability. Please supply name and address of hirer and a copy of the completed hire agreement.
  - II. The vehicle was being kept by a vehicle trader at the time of contravention. Please supply name and address and a copy of any documentary evidence
  - III. The vehicle had been taken without my consent. Please supply proof in the form of a Crime number and or insurance claim

**Write your representations here (attach any extra sheets if necessary)**

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

**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)

«Notice\_Number»