



#### HOW TO PAY

- By telephone Credit / debit card payments only. Automated payment line 0345 520 1357 (24 hours / 7 days a week). Have vehicle details and PCN Number ready.
- Online at [www.nottinghamshire.gov.uk/parking/enforcement](http://www.nottinghamshire.gov.uk/parking/enforcement). Follow links from online payments.
- By post using the payment slip below to:  
Central Processing Unit, PO Box 10282, Nottingham, NG17 0DX.  
Allow 2 working days for 1st class post and 5 for 2nd class.
- Please do not send any payment if wish to challenge this penalty charge (see below).

#### IF YOU BELIEVE THAT THE PENALTY SHOULD NOT BE PAID AND WISH TO CHALLENGE THIS PCN

- Write to the  
Central Processing Unit, PO Box 10282, Nottingham, NG17 0DX.  
or
- complete a challenge to your PCN online at  
[www.nottinghamshire.gov.uk/parking/enforcement](http://www.nottinghamshire.gov.uk/parking/enforcement)  
If you require further clarification on how to challenge your PCN please telephone 0345 520 1357.

Please quote the PCN Number, the vehicle registration and your address in all documentation

Details of the Council's policy and approach to challenges can be found at [www.nottinghamshire.gov.uk/parking/enforcement](http://www.nottinghamshire.gov.uk/parking/enforcement), or seen at the Council's offices - all cases will be considered on their individual circumstances. Please do not send payment with any challenge.

#### IF THE PENALTY CHARGE IS NOT PAID OR CHALLENGED

If the penalty charge is not paid on or before the end of the 28 day period as specified on the front of this notice or successfully challenged, the Council may serve a Notice to Owner (NtO) on the owner of the vehicle requiring payment of the penalty charge. The owner can then make representations to the Central Processing Unit and may appeal to an independent adjudicator if those representations are rejected. The NtO will contain instructions for doing this.

If you challenge this PCN but the Central Processing Unit issues an NtO anyway, the owner must follow the instructions on the NtO.  
Further information about Civil Parking Enforcement (including PCNs and NtOs) is available online at [www.patrol-uk.info](http://www.patrol-uk.info)

#### DATA PROTECTION

Personal data has been collected in order to serve this Penalty Charge Notice and enforce the parking restrictions. As the Local Authority shown overleaf believes that a contravention has occurred, data may be collected, processed, shared and retained in order to carry out the performance of a public task and fulfil the legal obligations. Data is shared with the joint controller, Nottinghamshire County Council, using the Central Processing Unit, P.O Box 10282, Nottingham, NG17 0DX.

In relation to the personal data which we may hold about you, you have the right to have access, rectify or object to incorrect information. Under Data Protection law we must verify your identity and explain to you our reasons if we do not agree to carry out your request.

For further information please visit;

<http://www.nottinghamshire.gov.uk/transport/parking/parking-fines>

Or write/email to; Central Processing Unit, P.O Box 10282, Nottingham, NG17 0DX.

[parking.enforcement@nottsc.gov.uk](mailto:parking.enforcement@nottsc.gov.uk)

Tel: 0345 520 1357 (Option 2)

You also have the right to complain to the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

Please complete your details before returning this slip with your payment:

Name: Mr/Mrs/Miss/Ms \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Make cheques or Postal Orders payable to Nottinghamshire County

Please complete your details before returning this slip with your payment:

Name: Mr/Mrs/Miss/Ms \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Make cheques or Postal Orders payable to Nottinghamshire County Council and write the PCN number on the reverse.



If you would like a receipt, please enclose a stamped, addressed envelope.