

CHARGE CERTIFICATE

The Traffic Management Act 2004; Civil Enforcement of Parking Contraventions (England) General Regulations 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007; Civil Enforcement of Parking Contraventions (Guideline on levels of charges) (England) order 2007; Civil Enforcement of Parking Contraventions (England) General (Amendment) Regulations 2008

PENALTY CHARGE NOTICE:

VEHICLE REGISTRATION NUMBER

DATE OF CHARGE CERTIFICATE
AND DATE OF POSTING

This Certificate has been issued to you because full payment of the penalty charge in respect of the parking contravention identified below has not been received. You are now required to pay an increased penalty charge as explained below.

On _____ A Notice to owner was posted to you as the person appearing to be the owner or hirer of:

Vehicle Registration Number:

Make:

Tax Disc:

Expiry:

Colour:

in respect of which Penalty Charge Notice (PCN) Number:

was served on:

Location:

Date of Contravention:

Time:

The penalty charge is £ _____. As this has not been paid in full within the relevant period the penalty charge has now increased by 50% to £ _____. Amount received £ _____. Payment now due £ _____.

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, the enforcement authority may, if a county court so orders, recover this increased charge as if it were payable under a county court order.

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 the reverse page of this certificate.

PAYMENT SLIP

For payment options see overleaf

You must complete this slip in block capital and return it with your payment to the address below.

APCOA Parking
C/O Sandwell MBC
Council House Oldbury
PO Box 2374
B69 3DE

DO NOT SEND CASH BY POST

PENALTY CHARGE NOTICE:

VEHICLE REGISTRATION NUMBER

DATE OF CHARGE CERTIFICATE

Name _____

Address _____

Postcode _____

THE RELEVANT PERIOD

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 4 of the Representations and Appeals Regulations, 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(4) of the Representations and Appeals Regulations, recommended the enforcement authority to cancel the notice to owner, with the date on which the enforcement authority notified the appellant under regulation 7(5) of those Regulations 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 Parking Contraventions (England) General Regulations 2007: Regulation 3 states:

“Service by post

- (3) 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.
- (4) Service of a notice or a 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.
- (5) 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.
- (6) 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.
- (7) Nothing in this regulation applies to the service of any notice or order made by a county court.”

HOW TO PAY

Cash, Cheque, Postal Order

(cheques should be made payable to Sandwell MBC)



- **Online** at www.sandwell.gov.uk. Follow the links from **online payments**.
- **By telephone** credit or debit card payments only. Automated payment line **0845 355 3500** (24 hours / 7 days a week). Have your card and vehicle details and PCN number ready.
- **By post** using the payment slip to: APCOA Parking, C/O Sandwell MBC, Council House Oldbury, PO Box 2374, B69 3DE.
- **In person** at Cashier Services Sandwell MBC Council House Oldbury Freeth Street, B69 3DE.
Monday - Friday 9.00 - 16.30 (except Bank Holidays)

Complete the payment slip and return it with your payment to:

APCOA Parking
C/O Sandwell MBC
Council House Oldbury
PO Box 2374
B69 3DE

Do NOT send cash or make credit card payment by post. Post dated cheques will not be accepted.

In Person

By cash, cheque, postal order, credit and on the debit cards at the location set out below:

Cashier Services
Sandwell MBC
Council House Oldbury
Freeth Street, B69 3DE
Monday - Friday 9.00 - 16.30 (except Bank Holidays)