

**PENALTY CHARGE NOTICE ISSUED  
(PCN)**

All correspondence to  
The Parking Control Office  
PoBox 2374, Council House  
Freeth St, Oldbury B69 3DE

You may  
**PAY WITHIN 14 DAYS AT A 50%  
DISCOUNTED AMOUNT  
CASE CLOSED**

Or you may:  
**MAKE AN INFORMAL CHALLENGE IN WRITING  
WITHIN 14 days**

If rejected you may  
**PAY WITHIN 14 DAYS AT THE 50%  
DISCOUNTED RATE  
CASE CLOSED**

APCOA Parking Services Ltd will:  
**CANCEL THE PCN**

After 28 days if no payment or no response has been received Sandwell M.B.C. will:

**ISSUE A NOTICE TO OWNER FORM TO THE REGISTERED KEEPER OF THE VEHICLE**

The Keeper of the vehicle then has 28 days to

**PAY THE CHARGE  
AT ITS ORIGINAL  
AMOUNT  
CASE CLOSED**

Or

**USE THE BACK OF THE FORM TO MAKE FORMAL  
REPRESENTATION AGAINST THE PENALTY CHARGE NOTICE**

If no payment or no response to the Notice to Owner is received

Sandwell Metropolitan Borough Council will then consider the representation received  
and notify the keeper of the vehicle in writing whether their representations have been:

**REJECTED**

Or

**ACCEPTED**

The Keeper then has 28 days to:

Sandwell M.B.C will then:  
**CANCEL THE PCN**

**PAY THE CHARGE AT THE  
AMOUNT SPECIFIED  
CASE CLOSED**

Or →

The keeper may use the form  
enclosed with their rejection letter to:  
**APPEAL TO THE TRAFFIC PENALTY  
TRIBUNAL SERVICE (TPT)**

If not

If no appeal is sent to THE TRAFFIC PENALTY TRIBUNAL SERVICE (TPT),  
or no response is received to either the Notice to Owner form or the rejection notification  
within 28 days  
**A 50% SURCHARGE IS ADDED AND A CHARGE CERTIFICATE IS ISSUED TO THE KEEPER**

If after 14 days the keeper has not responded to the Charge Certificate  
**SANDWELL M. B. C. CAN REGISTER THE DEBT AT COUNTY COURT**

**Further Enquiries  
Sandwell MBC Parking Services Tel: 0121 569 4051**