



TO:

Mr John Smith
123 First Street
Townville
Countyshire

AB12 3CD

The Traffic Management Act 2004, s82; Civil Enforcement of Parking Contraventions (England) General Regulations 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007

Vehicle Registration Number	AB12CDE
Penalty Charge Notice No	SF00123456
PCN Issue Date	01/01/2017
Notice to Owner Issue Date	01/02/2017

YOU MUST NOT IGNORE THIS NOTICE

PLEASE NOTE: This Certificate has been issued to you because 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 is explained below.

Date of this Certificate and date of posting 03/03/2017

To: Mr John Smith of 123 First Street, Townville, Countyshire

On & DNTOS a Notice to Owner was served to you as the person appearing to be the owner or hirer of

Vehicle Registration: AB12CDE **Make:** FORD **Colour:** RED
Tax Disc: **Expiry:**

in respect of the following parking contravention 01 Parked in a restricted street during prescribed hours

Date of Contravention: 01/01/2017 **Location:** LORD STREET, SOUTHPORT
Time: 12:00
Penalty Charge Notice (PCN) Number: SF00123456

The penalty charge in respect of this parking contravention was **£70.00**. To date **£0.00** has been received. As the penalty charge has not been paid within the relevant period the penalty charge in question is now increased by 50% and **£105.00** is outstanding.

PLEASE NOTE: 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 (**i.e. by 19/03/2017**), 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 see overleaf.*

**Payment Slip**

For how to pay see overleaf

You must complete this slip in block capitals and return it with your payment to the address overleaf

Name	_____
Address	_____

Penalty Charge Notice SF00123456
Vehicle Registration No AB12CDE
Date of PCN: 01/01/2017
Payment Amount Due: £105.00

DO NOT SEND CASH THROUGH THE POST. POST DATED CHEQUES WILL NOT BE ACCEPTED. Cheques and postal orders should have the PCN number on reverse and be made payable to Sefton MBC. Please detach this slip and enclose it with your payment. A receipt will not be issued unless a stamped address envelope is supplied.

How to pay

Cash, Cheque and Postal Order



By post using the payment slip to: Parking Services, 2nd Floor Buildings, 99-105 Lord Street, Southport, PR8 1RH.

By telephone credit and debit cards only – 24 hour automated telephone line **0151 934 4697**

– Contact Centre **0345 140 0845** (8am – 6pm, Monday – Friday)

Online at www.sefton.gov.uk. Follow links for online payments

In person by cash, cheque, postal order, credit and debit cards at the locations set out below

Sefton Plus 324-342 Stanley Road Bootle L20 3ET	Monday – Friday 9 am – 5 pm	Sefton Plus Cambridge Arcade Southport PR8 1DA	Monday – Friday 9 am – 5 pm
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THE RULE RELATING TO SERVICE

The Civil Enforcement of Parking Contraventions (England) General Regulations 2007: Regulation 3 “**Service by post**”

3—(1) 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.

(2) Service of a notice or 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.

(3) 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.

(4) 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.

(5) Nothing in this regulation applies to the service of any notice or order made by a county court.

THE RELEVANT PERIOD

The relevant period within which the penalty charge should have been paid is the period of 28 days beginning –

1 (a) where no representations have been made under regulation 4 of the Representations and Appeals Regulation, 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.