

**Making a Witness Statement**

You may make a witness statement under the following grounds, which apply to you:

- You paid the penalty charge notice in full. You must provide details of the date payment was made, the method of payment i.e. cash, cheque etc and who the payment was made to. **Please note you may be asked to provide proof of payment upon request.**
- You did not receive the Notice to Owner/Penalty Charge Notice.
- You made representations about the penalty charge notice to the Local Authority within 28 days service of Notice to Owner but did not receive a reply within 28 days (rejection notice).
- You appealed to the Traffic Penalty Tribunal against the Local Authority's decision to reject your representation within 28 days, but you had no response to your appeal.

**Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in a witness statement verified by a statement of truth without an honest belief in its truth**

You must file the witness statement by the date shown on the Order for recovery.

Once completed send to the Traffic Enforcement Centre at

County Court Business Centre  
St Katherine's House,  
21 – 27 St Katherine's Street  
Northampton  
NN1 2LH

or [tec@hmcts.gsi.gov.uk](mailto:tec@hmcts.gsi.gov.uk)


**How to Pay**

**By Telephone:** Credit/debit card payments only. Automated payment line 0330 088 3644 (24 hours/7 days a week). Have vehicle details and PCN Number ready.

**Online:** at [www.slough.gov.uk](http://www.slough.gov.uk) follow links for **online payments**.

**By Post:** using the payment slip below to: Slough Borough Council PO Box 3839 Slough SL1 0JA. Cheques payable to **Slough Borough Council**.

**In Person:** The Parking Office, Pegasus Court, 28 Herschel Street, Slough SL1 1PA.  
Monday – Friday 09:00 – 17:00 and Saturdays 09:00 – 13:00.

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**By Post:** please complete your details below before returning this slip with your payment

Make cheques payable to **Slough Borough Council**

Name: Mr/Mrs/Miss/Ms.....

Address:.....

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.....Post Code: .....

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