Pay/Dispute

- a) PAY Pay the Penalty Charge in full using one of the methods below:
- b) DISPUTE Make Representations to the Council.

There are set grounds on which you may make Representations. If you think that one or more of the listed grounds apply to your case, complete the form and return it to **Slough Borough Council**, **PO Box 3839**, **Slough SL1 0JA**. The letter you are sent if your Representations are unsuccessful will explain how you can appeal to an independent Adjudicator.

General Enquiries

To make an enquiry about this Notice or for other parking information:

Email:

parkingappeals@slough.gov.uk

Phone:

01753 475111

In Person:

At the Parking Shop, Units 5 – 6, Shaftesbury Court, Chalvey Park, Slough, Berkshire, SL1 2ER

Payment Options

Payment should only be made if the Notice is not disputed.

Cash, cheque, Postal Order











Internet

By credit or debit card 24 hours a day at www.slough.gov.uk

Please have your Penalty Charge Notice Number and issue date, vehicle registration number and your credit/debit card details available.

Phone

By credit or debit card 24 hours a day on 0845 452 2500

Please have your Penalty Charge Notice Number and issue date, vehicle registration number and your credit/debit card details available.

Post

By cheque or postal order only, payable to 'Slough Borough Council' and send to; PO Box 3839, Slough, SL1 0JA. Please write the Penalty Charge Notice number, vehicle registration number and your address on the back of the cheque or postal order.

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

In Person

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

The Parking Shop

Units 5 - 6 Shaftesbury Court Chalvey Park Slough Berkshire SL1 2ER Monday – Friday 09:00am – 5:00pm Saturdays 09:00am – 1:00pm

Data Protection Statement

Slough Borough Council will use information including, personal information, collected through the issuing of this Penalty Charge Notice for the enforcement of traffic contraventions and it may also be used for compatible purposes. The information may be disclosed to other Councils, other enforcement agencies and third parties where it is necessary and lawful to do so e.g. for the prevention and detection of crime. All information will be processed in accordance with the Data Protection Act 1998.

Representations

This form is for a parking contravention Traffic Management Act 2004



Penalty Charge Notice (PCN): **SB** Vehicle Registration Number: Date of Notice to Owner:

Making Representations

The Traffic Management Act 2004 sets out grounds (see below) on which you may make Representations. Representations must be made in writing on this form, within the period of 28 days beginning with the date of service of this notice. Any Representations made after this date may be disregarded.

If your Representation is successful, a Notice of Acceptance will be issued and the Penalty Charge cancelled. If your Representation is unsuccessful, whether made within the period of 28 days from service of this Notice or outside that period and the Representations are not disregarded, a Notice of Rejection will be issued and you must either pay the Penalty Charge Notice in full or appeal to an Adjudicator, who will independently consider your appeal. An appeal form will be included with the Notice of Rejection, which you should complete and send to the Adjudicator at the address shown on the form. Details of the appeals procedure will be sent with the Notice of Rejection.

Section One: Grounds for Representations

Please tick the grounds on which you are making representations.

I am not liable to pay the Penalty Charge because;

the Penalty Charge Notice.

	The alleged contravention did not occur.
	In section 3, explain why you believe no contravention took place.
	I was not the owner of the vehicle at the time of the alleged contravention.
	Please complete Section 2 and Section 3.
	The vehicle was parked by a person who was in control of it without my consent.
	Supply proof such as police crime report number and police station address or insurance claim in Section 3.
	We are a vehicle-hire firm and the vehicle was on hire under a hiring agreement and the hirer had
	signed a statement acknowledging liability for any PCN issued during the hiring period.
	The hiring agreement must be one which qualifies by containing prescribed particulars. You must supply the
	name and address of the hirer. Please also supply a copy of the signed agreement.
	The penalty charge exceeded the amount applicable in the circumstances of the case.
	That is, you have been asked to pay more than you are legally liable to pay. Please complete Section 3.
	There has been a procedural impropriety on behalf of the authority.
	Please complete Section 3 stating why you believe the authority has acted improperly or in breach of the
	regulations.
	The order which is alleged to have been contravened in relation to the vehicle concerned is invalid.
	Please note that this ground will not apply in respect of a provision in an Order to which Part VI of Schedule 9
	to the Road Traffic Regulation Act 1984 applies. You believe the parking restriction in question was invalid or
	illegal. Please complete section 3.
	Penalty Charge Notice was paid, either in full or at discount rate within discount period as specified on

If none of the grounds shown above apply but you believe there are mitigating circumstances in your case, please complete Section 3.

Notice to Owner

Slough Borough Council

Traffic Management Act 2004

have never owned the vehicle leased to be the owner of the vehicle before the date of the alleged contravention became the owner of the vehicle after the date of the alleged contravention Name and Address of the Vehicle Buyer or Seller (Complete in BLOCK CAPITALS) Name	Section Four: Declaration is declaration MUST be signed in order to confirm that all information given is correct. I pon conviction of up to £5000.	for your representations to be considered. I realise that making a false statement is an offence and may result in prosecution and a fine
I have never owned the vehicle I ceased to be the owner of the vehicle after the date of the alleged contravention I became the owner of the vehicle after the date of the alleged contravention Name and Address of the Vehicle Buyer or Seller (Complete in BLOCK CAPITALS) Name	Section Four: Declaration MUST be signed in order to confirm that all information given is correct.	for your representations to be considered.
I have never owned the vehicle I ceased to be the owner of the vehicle before the date of the alleged contravention I became the owner of the vehicle after the date of the alleged contravention Name and Address of the Vehicle Buyer or Seller (Complete in BLOCK CAPITALS) Name		
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□ I have never owned the vehicle □ I ceased to be the owner of the vehicle before the date of the alleged contravention □ I became the owner of the vehicle after the date of the alleged contravention Name and Address of the Vehicle Buyer or Seller (Complete in BLOCK CAPITALS) Name		
□ I have never owned the vehicle □ I ceased to be the owner of the vehicle before the date of the alleged contravention □ I became the owner of the vehicle after the date of the alleged contravention Name and Address of the Vehicle Buyer or Seller (Complete in BLOCK CAPITALS) Name Address Post Code	Please provide any supporting documen	ntary evidence with your representations.
□ I have never owned the vehicle □ I ceased to be the owner of the vehicle before the date of the alleged contravention □ I became the owner of the vehicle after the date of the alleged contravention Name and Address of the Vehicle Buyer or Seller (Complete in BLOCK CAPITALS) Name Address		Post Code
 □ I have never owned the vehicle □ I ceased to be the owner of the vehicle before the date of the alleged contravention □ I became the owner of the vehicle after the date of the alleged contravention 	Address	
 □ I have never owned the vehicle □ I ceased to be the owner of the vehicle before the date of the alleged contravention 	Traine and Address of the Vernole E	Buyer or Seller (Complete in BLOCK CAPITALS)
I was not the owner of the vehicle when the Penalty Charge Notice was issued because:	Name and Address of the Vehicle F	