



### How to Pay

- **By debit card:** Telephone 01935 462462 (9.00am – 4.30pm Monday – Friday). Please note that it is not possible to make payment by Credit Cards. Have vehicle details and PCN Number ready.
- **Online:** by visiting the Council's website [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk) and following the link 'Pay for it'.
- **By cheque, banker's draft, money order, or postal order:** Payable to 'South Somerset District Council' send payment to Car Parking Administration at the address listed below.
- **By cash:** In person at the District Council cash machine payment offices in Yeovil (Peters House and Brympton Way) and Chard.

#### **If you believe that the Penalty charge should not be paid and wish to challenge this PCN**

- **Write to:** Car Parks Administration, South Somerset District Council, c/o Brympton Way, Lynx Trading Estate, Yeovil, Somerset BA20 2HT.
- **Or**
- **E-mail:** You can appeal by using the online address, [carparkadministration@southsomerset.gov.uk](mailto:carparkadministration@southsomerset.gov.uk)

Due to legal requirements all challenges must be received in writing. All challenges must state the reasons why you are challenging the issue of an Penalty Charge Notice (parking ticket). If you decide to challenge after reviewing the evidence you will need to give us your parking charge notice number, vehicle registration, and full name and address.

**If you have a general enquiry, please telephone 01935 462462. Please quote the PCN Number, the vehicle registration and your address in all contacts.**

Details of the Council's policy and approach to challenges can be found at [www.southsomerset.gov.uk](http://www.southsomerset.gov.uk) under car parks or seen at any of the Council's offices – all cases will be considered on their individual circumstances. If you challenge this PCN within 14 days and the challenge is rejected, the Council will usually re-offer the 14 day discount period (see also accompanying information leaflet).

Representations made by the recipient of the Penalty Charge Notice to the address given above, before the Notice to Owner is served will be considered.

#### **If the Penalty Charge is not paid or challenged**

If the Penalty charge is not paid on or before the end of the 28 day period as specified on the front of this notice or successfully challenged, the Council may serve a Notice to Owner (NtO) on the owner of the vehicle requiring payment of the Penalty Charge. The owner can then make representations to the Council and may appeal to an independent adjudicator if those representations are rejected. The NtO will contain details for doing this. If you challenge this PCN but the Council issues an NtO anyway, the owner must follow the instructions on the NtO.

Further information about Civil Parking Enforcement (including PCNs and NtOs) is available online at [www.patrol-uk.info](http://www.patrol-uk.info) or in a leaflet available from the Council.

Detach here

### Payment Slip

Detach here

Please complete your details before returning this slip with your payment.

Name: Mr/Mrs/Miss/MS.....

Address: .....

Postcode:.....

Contact Tel No:.....

**Please make all cheques or postal orders payable to South Somerset District Council and write the PCN number of the reverse.**