

HOW TO PAY

- By telephone credit and debit card only. Automated payment line 023 8083 3008 (24 hours seven days a week). Please have your vehicle details and the penalty charge number shown overleaf ready.
- Online at www.southampton.gov.uk Follow the Pay It link.
- By post using the payment slip below and sending to Parking Services, PO Box 1105, Southampton SO14 7YG. Please allow two working days for delivery for items sent 1st class post and 5 working days for items sent 2nd class post. Do not send cash through the post.
- In person at the Cash Office, Southampton City Council, One Guildhall Square, Southampton SO14 7FP. Opening hours Monday, Tuesday and Thursday 8.30am-4.30pm, Wednesday 9.30am-4.30pm, Friday 8.30am-4.00pm. Please note the office is closed on Bank and Public Holidays.

IF YOU BELIEVE THE PENALTY SHOULD NOT BE PAID AND WISH TO CHALLENGE THIS PENALTY CHARGE NOTICE

- Write to Parking Services, Southampton City Council, PO Box 1098, Southampton SO14 7WE or
- Online at www.southampton.gov.uk by selecting the Parking page and completing the online form.

If you are unable to submit your challenge in writing or by email, or have any further enquiries please telephone 023 8083 3008 for assistance.

Please quote the Penalty Charge Notice number, the vehicle registration and your full name and address in all contacts.

Details of the council's policy and approach to dealing with challenges can be found at www.southampton.gov.uk by selecting the parking page.

All cases will be considered on their individual merits having taken into consideration individual circumstances.

If you challenge this Penalty Charge Notice within 14 days and your challenge is rejected the council will generally extend the period within which the reduced payment can be made.

IF THE PENALTY CHARGE IS NOT PAID OR CHALLENGED

If the penalty charge is not paid on or before the period of 28 days 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 instructions for doing this.

Please note that Southampton City Council may request registered keeper information from the DVLA.

If representations are received at the correspondence address above before a Notice to Owner is served, those representations will be considered.

If a Notice to Owner is served notwithstanding those representations, representations against the penalty charge must be made in the form and manner at the time specified in the Notice to Owner.

Further information about Civil Parking Enforcement (including Penalty Charge Notices and Notice to Owners) is available online at www.patrol-uk.info or in a leaflet available from the council.

Detach here

Please complete your details before returning this slip with your payment

Name: Mr/Mrs/Miss/Ms

Address:

..... Postcode

Please make cheques or postal orders payable to Southampton City Council and write the penalty charge notice number on the reverse.