

Please ask for: Parking Services  
Direct Dial: (023) 8083 3008  
Our Ref: RT/PS/«PCN\_Registration\_Number»

«PCN\_Offender\_Address\_Name»  
«PCN\_Offender\_Business\_Name»  
«PCN\_Offender\_Address\_1»  
«PCN\_Offender\_Address\_2»  
«PCN\_Offender\_Address\_3»  
«PCN\_Offender\_Town»  
«PCN\_Offender\_County»  
«PCN\_Offender\_PostCode»

Date of this Certificate and Date of Posting: «PCN\_Date\_of\_Correspondence»

### **CHARGE CERTIFICATE**

Traffic Management Act 2004; Civil Enforcement of Parking Contraventions (England) General Regulations 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007; Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007

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.

Penalty Charge Notice: «PCN\_Ticket\_Number» Vehicle Registration No: «PCN\_Registration\_Number»

Make: «PCN\_Vehicle\_Make» Tax Disc: «PCN\_Tax\_Disc\_Number»

In respect of the following parking contravention: «PCN\_Offence\_Long\_Description»

Date of Contravention: «PCN\_Issue\_Date» Location: «PCN\_Street\_or\_Carpark\_Name»

Time: «PCN\_Issue\_Time»

On «PCN\_NTO\_Date» a Notice to Owner was served on you as the person appearing to be the owner or hirer of this vehicle. The penalty charge in respect of this parking contravention was £«PCN\_Amount\_of\_Full\_Fine». To date £«PCN\_Amount\_Paid\_to\_date» 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% to £«PCN\_Amount\_Outstanding».

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, Southampton City Council 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 turn to following page of this Certificate.*

### **HOW TO PAY**

♦**By telephone** Credit / debit card payments 023 8083 4600, have card and vehicle details and PCN number ready.

♦**Online** at [www.southampton.gov.uk](http://www.southampton.gov.uk). Follow links to online payments.

♦**By post** to: City Parking & Patrol Services, PO Box 1098, Southampton SO14 7WE. Allow 2 working days for 1<sup>st</sup> class post and 5 for 2<sup>nd</sup> class.

♦**In person** at The Gateway, One Guildhall Square, Southampton SO14 7FP.

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## THE RELEVANT PERIOD

- (1) The relevant period within which the penalty charge should have been paid is the period of 28 days beginning –
- (a) where no representations have been made under regulation 4 of the Representations and Appeals Regulations, 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.

## THE RULE RELATING TO SERVICE

The Civil Enforcement of Parking Contravention (England) General Regulations 2007: Regulation 3 states:

### **“Service by post**

- (3) 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 sent by first class post to the secretary or clerk of that body.
- (4) 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.
- (5) 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.
- (6) 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 specific electronic address; and
  - (b) the document is transmitted to that address.

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

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