

# NOTICE TO OWNER (NtO)

The Traffic Management Act 2004, s82; Civil Enforcement of Parking Contraventions (England) General Regulations 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007



St. Helens Council

«Offender\_Address\_Name»  
«Offender\_Business\_Name»  
«Offender\_Address\_1»  
«Offender\_Address\_2»  
«Offender\_Address\_3»  
«Offender\_Town»  
«Offender\_County»

Date of this Notice to Owner/  
Keeper / Hirer and date of  
posting

«PCN\_Corresp\_Date»

This Notice has been served on you because it appears to the St. Helens Council that you are the Owner/Keeper/Hirer of:

Vehicle Registration No: «PCN\_Registrati» Make: «PCN\_Vehicle» Colour: «PCN\_Vehicle\_Color»

Tax Disc: «PCN\_Tax\_Disc» Expiry: «PCN\_Tax\_D»

in respect of which vehicle Penalty Charge Notice (PCN) «PCN\_Ticke» was served on: «PCN\_Issue\_I»  
by Civil Enforcement Officer (CEO): «PCN\_At» who had reason to believe that the following contravention had occurred  
and that a penalty charge is payable:

«PCN\_Offence\_Code»: «PCN\_Offence\_Long\_Description»

Location: «PCN\_Street\_or\_Carpark\_Name»

Date of Contravention: «PCN\_Issue\_Date» Time: «PCN\_Issue\_Time»

The Penalty Charge is «PCN\_Amo» To date «PCN\_» has been received. «PCN\_Am» is outstanding.

**NOTE:** The person appearing to be in charge of the vehicle was served with a Penalty Charge Notice (PCN) which allowed 14 days for payment of a 50% discounted Penalty Charge; otherwise the full Penalty Charge became due. Either no payment has been received or any payment received has been insufficient to clear the Penalty Charge.

A Penalty Charge of «PCN» is now payable by you as the owner/keeper/hirer and must be paid no later than the last day of the period of 28 days beginning with the date on which this Notice is served. This Notice will be taken to have been served on the second working day after the day of posting (as shown above) unless you can produce evidence to prove that it was not.

You may make representations to the St. Helens Council as to why this Penalty Charge should not be paid. These representations should be made not later than the last day of the period of 28 days beginning with the date on which this Notice is served and any representations which are made outside that period may be disregarded.

**NOTE:** If you do not pay the Penalty Charge or make representations before the end of the 28 day period specified above the Council may increase the original Penalty Charge by 50% to «PCN\_A» and take steps to enforce payment.


-----Detach here-----

## PAYMENT SLIP

Penalty Charge Notice:	«PCN_Ticket_Number»	Name:	«Offender_Address_Name»
Vehicle Registration No:	«PCN_Registration_Number»	Address:	«Offender_Business_Name» «Offender_Address_1» «Offender_Address_2» «Offender_Address_3» «Offender_Town» «Offender_County» «Offender_Post_Code»
Date of the Notice:	«PCN_Issue_Date»		
Payment Amount Due: £	«PCN_Amount_Outstanding»	Postcode:	«Offender_Post_Code»

SEE REVERSE FOR HOW TO PAY

**Photographic images taken by the Civil Enforcement Officer at the time of the parking contravention**

		
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**Notes for Completion**

1. The driver was allowed 14 days to pay a 50% discounted sum. Any sum already paid, as shown overleaf was insufficient to clear the charge in full.
2. As the registered owner/keeper of the vehicle (or the person who was hiring the vehicle) at the time the Penalty Charge Notice was served, you are legally liable for the Penalty Charge even if you were not the driver at the time.
3. It is now **too late** to pay the 50% discounted rate, you therefore have two options:

**Pay / Appeal**

4. a) **PAY – Pay the Penalty Charge in full**, using one of the methods detailed below.  
b) **APPEAL – Make Representations to the Council** (as detailed on the next sheet)

There are set grounds on which you may make Representations. If you think that one or more of the listed grounds applies to your case, complete the form on the following sheet and return it to St.Helens Council, Parking Services, Town Hall, Victoria Square, St.Helens WA10 1HP.

----- Detach here -----

**HOW TO PAY**

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

**Pay By Post**

Using this payment slip, please make cheques or postal orders payable to "**St.Helens Council**" and send to:-  
**Income Section, Accounts and Exchequer Services, Wesley House, Corporation Street, St.Helens, WA10 1HF.** Please ensure you write the PCN number and your address on the reverse of the cheque/postal order. Allow 2 working days for 1st class post and 5 working days for 2nd class post. Please do not send cash as responsibility cannot be taken for its loss. Please enclose a stamped address envelope if you require a receipt. Post-dated cheques are not accepted.

**St.Helens Libraries**

By Credit/Debit card. You will need your ten digit PCN number when making a payment.

**By Telephone**

Using the automated telephone service number 01744 671699, which is available 24 hours a day, 7 days a week. Credit/Debit card payments only. You will need your ten digit PCN number when making a payment.

**In Person**

Contact Centre, Wesley House, Corporation Street, St.Helens, WA10 1HF, (**For payment only**) Monday to Friday 10.00am to 4.00pm, by cash, cheque, postal order, credit/debit card. Cheques and Postal Orders should be made payable to "St.Helens Council".  
**"St.Helens Council"**

**Internet**

Online payments by debit or credit card can be made 24 hours a day at [www.sthelens.gov.uk](http://www.sthelens.gov.uk). from the home page please select the relevant link.

# NOTICE TO OWNER (NtO)

## How to make representations



St. Helens Council

If you believe that the Penalty Charge should not be paid you may make representations to the St. Helens Council. Representations must be in writing and you may use this form. The representations may be made by:

**Post-** to St. Helens Council, Parking Services, Wesley House, Corporation Street, St. Helens WA10 1HF.

**E-mail-** [parkingenforcement@sthelens.gov.uk](mailto:parkingenforcement@sthelens.gov.uk)

**Fax-** 01744 671768

If you are unable to use any of these methods or have any other enquiry, please telephone **01744 676782**

Representations which are made after the end of the 28 day period specified on the first page of this Notice may be disregarded. This Notice will be taken to have been served on the second working day after the day of posting unless you can produce evidence to prove that it was not. For more information on this, please turn to the last page of this Notice. If you submit your representations late, you must explain why.

The statutory grounds on which representations may be made are set out below together with an indication of the information which you should supply in support of your representations. It is important to provide all relevant information. Tick the relevant boxes and write your reasons in the relevant section on the following page. This Notice **will** be cancelled if one or more of the specified grounds is established. This Notice **may** be cancelled for other compelling reasons even if none of the specified grounds apply. If the Notice is cancelled any sums already paid will be refunded.

If your representations are received in time or are received late but are taken into account. The St. Helens Council will let you know its decision in writing not later than the last day of the period of 56 days beginning with the date on which your representation was served on it. If it fails to do so, this Notice will be cancelled and any sums already paid will be refunded. If your representations are rejected, you have the right to appeal against that decision to an independent Adjudicator. An appeal form will be sent with the letter rejecting your representations. The form will explain how and when to appeal to the adjudicator.

The St. Helens Council's policy about late representations and/or representations not covered by the statutory grounds can be found on [www.sthelens.gov.uk](http://www.sthelens.gov.uk) or seen at the Council offices. Further information about Civil Parking Enforcement (including PCNs and NtOs) is available online at [www.patrol-uk.info](http://www.patrol-uk.info)

### THE SPECIFIED GROUNDS

- ☐ **The alleged contravention did not occur.** (Please explain why you believe no contravention took place)
- ☐ **I was never the owner of the vehicle in question/or**
- ☐ **I had ceased to be its owner before the date on which the alleged contravention occurred / or**
- ☐ **I became its owner after the date on which the alleged contravention occurred.**

(If you bought or sold the vehicle, you **must** give the new or former owner's name and address. Please also provide the date of transaction and any other details, and include copies of any documents such as an invoice or bill of sale)

- ☐ **The vehicle had been permitted to remain at rest in the place in question by a person who was in control of the vehicle without the consent of the owner.** (Tick this box if your vehicle was stolen or taken without your consent. Please provide any supporting information that you may have e.g. any crime reference or insurance claim reference).
- ☐ **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 and or served 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.** (Tick this box if you think you are being asked to pay more than is required by law and explain why).
- ☐ **There has been a procedural impropriety by the enforcement authority.** (Tick this box if you believe that the St. Helens Council has failed to comply with any requirement imposed by the Traffic Management Act 2004, by the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007 or by the Civil Enforcement of Parking Contraventions (England) General Regulations 2007. Please set out the statutory requirement, time limit or other procedural step with which you believe that the Council has failed to comply).
- ☐ **The Order which is alleged to have been contravened in relation to the vehicle concerned is invalid.** (Please explain why you believe that the Order in question 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).
- ☐ **This Notice should not have been served because the Penalty Charge had already been paid:**
  - (i) **in full; or**
  - (ii) **at the discounted rate** set in accordance with Schedule 9 to the Traffic Management Act 2004 Act **and within the time specified in paragraph 1(h) of the Schedule to the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.** (Please indicate the amount of the payment made and when and how the payment was made and include a copy of any supporting documentary information such as a receipt or bank statement. N.B. The discounted rate was 50% of the Penalty Charge and should have been paid not later than the last day of the period of 14 days beginning with the date on which the PCN was served).

### OTHER GROUNDS

- ☐ If there are any other reasons why you consider the Council should cancel the Penalty Charge Notice and refund any sum already paid please tick this box and

# NOTICE TO OWNER (NtO)

PCN No.

Vehicle Registration

Please return your representations to:

St.Helens Council  
Parking Services  
Wesley House  
Corporation Street  
St.Helens WA10 1HF

«PCN\_Ticket\_Numb

«PCN\_Registration\_

Barcode

\*«PCN Ticket Number»\*

Write your representations here (attach any extra sheets if necessary)

Name and address of buyer / seller / hirer of vehicle (where relevant)

I confirm that my representations are true to the best of my knowledge. I realise that knowingly or recklessly making a false statement may result in prosecution and a fine upon conviction of up to level 5 on the standard scale (currently £5,000).

Signature..... Date:.....

Name (in capitals)..... Position in company (if relevant).....

## THE RULE RELATING TO SERVICE

The Civil Enforcement of parking Contraventions (England) General Regulations 2007: Regulation 3

### "Service by post

- 3 (1) 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 is sent by first class post to the secretary or clerk of that body.
- (2) 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.
- (3) 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.
- (4) 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 specified electronic address; and
  - (b) the document is transmitted to that address.