

**REGULATION 10 PENALTY CHARGE NOTICE (PCN)**

As the owner/keeper of the vehicle, or the person hiring the vehicle at the time of the original parking ticket (PCN) was in the process of being issued, you may be legally liable for the charge **even if you were not the driver at the time.**

«Corresp\_Title» «Corresp\_ForeName»  
 «Corresp\_Surname»  
 «Corresp\_Business\_Name»  
 «Corresp\_Address\_Line\_1»  
 «Corresp\_Address\_Line\_2»  
 «Corresp\_Address\_Line\_3»  
 «Corresp\_Address\_Line\_4»  
 «Corresp\_Town»  
 «Corresp\_County»  
 «Corresp\_Post\_Code»

REGULATION 10 PCN VEHICLE REG No.	«Notice_VRM»
PENALTY CHARGE NOTICE No.	«Notice_Number»
PCN SERVICE DATE	«Service_Date»
DATE OF POSTING OF THIS NOTICE	«Printed_Date»

The Traffic Management Act 2004, s78; «Notice\_Legal\_Act»

**DO NOT IGNORE THIS NOTICE  
THIS PCN ALSO SERVES AS THE NOTICE TO OWNER**

On «Notice\_Contravention\_Date» at «Notice\_Issue\_Time» a PENALTY CHARGE NOTICE was attempted to be served to the vehicle with registration mark «Notice\_VRM» of make «Notice\_Make» and colour «Notice\_Colour» by the Civil Enforcement Officer (CEO) «Notice\_PA\_ID» because he/she had reason to believe that the vehicle was involved in the following parking contravention: «Notice\_Contravention\_Code» - «Notice\_Contra\_Long\_Desc» in «Notice\_Issue\_Location», «Notice\_Area\_Name»

**It is believed that you were the owner / keeper / hirer of the vehicle at the date and time of the parking contravention.**

The Notice has been served by post because the Civil Enforcement Officer (CEO) «Notice\_PA\_ID» who had reason to believe that the above parking contravention had occurred and

(b) Had begun to prepare a penalty Charge Notice for service but the vehicle was driven away from the place in which it was stationary before the Civil Enforcement Officer had finished preparing the Penalty Charge Notice and was unable to serve it by affixing it to the vehicle or giving it to the person in charge of the vehicle.

The full amount of the penalty charge is «Notice\_Original\_Penalty»

The penalty charge must be paid not later than the last day of the period of 28 days beginning with the date on which this penalty charge notice was served (the date it was delivered).

The Penalty Charge is reduced by 50% to «Notice\_Discount\_Penalty\_1» if it is paid not later than the last day of the period of 14 days beginning with the date on which this notice was served.

**You may make representations to Stockport Metropolitan Borough 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 «Notice\_Surcharge\_Penalty» and take steps to enforce payment.**

*SEE REVERSE FOR: How to pay and how to make your appeal/representations.*

## HOW TO PAY

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



Online at [www.stockport.gov.uk/payments](http://www.stockport.gov.uk/payments). Follow the online payments links

Automated Telephone Payments (ATP) on **03004560487**

## HOW TO MAKE REPRESENTATIONS

If you believe that the penalty charge should not be paid you may make representations to Stockport Metropolitan Borough Council who are the enforcement authority. Representations must be in writing and you may use the enclosed form.

### POST

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 show 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 should explain why.

The statutory grounds on which representations may be made are set out overleaf 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 box 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 your representations are received in time or are received late but are taken into account, Stockport Metropolitan Borough 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. Information on appealing further to the Independent Adjudicator will be included at the end of the rejection letter.

*Further information about Civil Parking Enforcement (including PCNs and NtO's) is available online at [www.patrol-uk.info](http://www.patrol-uk.info).*

### PAYMENT

*Please complete in block capitals*

Name

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Address

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<b>DATE OF POSTING OF THIS NOTICE</b>	«Printed_Date»
<b>PAYMENT NOW DUE IS</b>	«Notice_Outstanding_Account»

## THE SPECIFIED GROUNDS

by which you may wish to make an appeal (please tick box)

**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 if you have it. Please also provide the date of the 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 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 Stockport Metropolitan Borough Council has failed to comply with any requirement imposed by the Traffic Management Act 2004, by «Notice\_Legal\_Act».

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 «Notice\_Legal\_Act».**

(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.

**The Civil Enforcement Officer was not prevented from either fixing the original PCN to the vehicle concerned or handing it to the owner or person in charge of the vehicle.**

## 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 set out those reasons in full in the box on the following page.**

PCN Number: «Notice\_Number»

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

Details of buyer / seller / hirer of vehicle (where relevant)

NAME:

ADDRESS:

POSTCODE:

DATE OF SALE / PURCHASE / HIRE:

**DECLARATION – THIS MUST BE SIGNED IN ORDER FOR YOUR REPRESENTATION TO BE CONSIDERED**

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 up to conviction level 5 on the standard scale (currently £5,000)

Signature:

Name: (Please Print)

Date:

**THE RULE RELATING TO SERVICE**

«Notice\_Legal\_Act»: 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 dayll 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.

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