

# 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



**DO NOT IGNORE THIS NOTICE.**  
**You are legally responsible for dealing with this notice. Do not pass it on to the driver.**

Penalty Charge Notice:

Vehicle Registration Number:

Date of this Charge Certificate  
and Date of Posting:

**PLEASE NOTE:** 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. You are now required to pay an increased penalty charge as is explained below.

## Details of Contravention

A Penalty Charge Notice was issued to the above vehicle for the following contravention:

**Contravention Code and Description:**

On: At:

Location:

## THE PENALTY CHARGE HAS NOT BEEN PAID IN FULL

The Penalty Charge has now increased by 50% to: £

Amount Paid: £

**Payment Due Now: £**

A Notice to Owner was served on you, which gave you 28 days to pay the penalty charge or to make representations. This Charge Certificate has been served since one of the following circumstances applies:

1. No representations were made in response to the Notice to Owner; or
2. The Local Authority rejected representations made against the Notice to Owner and sent a Notice of Rejection; or
3. An appeal was made to the adjudicator but was dismissed; or
4. An appeal was made to the adjudicator but was withdrawn.

*Full payment was not made by the specified date and the penalty charge has been increased by 50%. PLEASE NOTE: If this increased penalty charge is not paid before the end of period of 14 days beginning with the date on which the certificate was served, the enforcement authority may, if a county court so orders, recover the 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 the reverse page of this Charge Certificate.

## Payment Slip

**For cheque payments only**

You must complete this slip in block capitals and return it with your payment to the address below.

**Parking Services, Mole Valley District Council**  
**Pippbrook**  
**Dorking RH4 1SJ**

Penalty Charge Notice:

Vehicle Registration Number:

Date of Contravention:

Name .....

Address .....

.....

.....

Postcode .....

# HOW TO PAY

Cash, Cheque, Postal Order



## Internet

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

## Phone

By Telephone credit/debit card payments only. Automated payment line 0300 123 1064 (24 hours / 7 days a week). Have your card and PCN number ready.

## Post

Complete the payment slip and return it with your payment to:

**Mole Valley District Council, Pippbrook, Dorking, RH4 1SJ.**

**Allow 2 working days for 1st class post and 5 for 2nd class.**

**Do NOT send cash through the post. Post dated cheques will not be accepted.**

## In Person

By cash, cheque, postal order, credit and debit cards at the location set out below:

<b>Cash Office</b>	<b>Mon to Friday</b>	<b>9am - 4.30pm</b>
<b>Pippbrook</b>		
<b>Dorking</b>		
<b>Helpshop</b>	<b>Mon to Friday</b>	<b>9.30am - 4.30pm</b>
<b>Leatherhead Library</b>	<b>Saturday</b>	<b>9.30am - 1.00pm</b>
<b>The Mansion</b>		
<b>Church Street</b>		
<b>Leatherhead KT22 8DP</b>		

**Please Note: Mole Valley District Council are acting as agents for Surrey County Council (The Enforcement Authority) if the Penalty Notice begins with prefix MY and was issued on the public highway.**

## 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 was 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 Contraventions (England) General Regulations 2007: Regulation 3 states:

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

## General Enquiries

To make an enquiry about this notice or for other parking information:

### Internet:

[www.molevalley.gov.uk/parking](http://www.molevalley.gov.uk/parking)

**Phone: 01306 885001**

## Data Protection Statement

Data collected through the issuing of this Penalty Charge Notice will be used for enforcement of traffic offences, contraventions and other associated purposes.

This data may also be disclosed to London Councils and other enforcement agencies. All processing of this data will be in accordance with the Data Protection Act 1998.

