

PENALTY CHARGE NOTICE (PCN)

The Traffic Management Act 2004, s78; Civil Enforcement of Parking Contraventions (England) General Regulations 2007;
 Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007

Where the Penalty Charge (PCN) is issued for a contravention in an off-street car park, the enforcement authority is Mole Valley District Council. In all other cases the enforcement authority is Surrey County Council, with Mole Valley District Council acting as its agent.

PCN Number:

Date of this Notice and date of posting:

To:

This Notice has been served on you because it appears to the enforcement authority that you are the owner/hirer of:

Vehicle Registration Number:

Make:

Colour:

Tax Disc:

Expiry:

and that the following parking contravention has Occurred:

Code:

Date of Contravention

Location:

Time:

Pay & display details (if relevant);

Ticket No:

Expiry Time:

This Notice has been served by post because Civil Enforcement Officer (CEO) who had reason to believe that the above parking contravention had occurred.

The CEO had begun to prepare a penalty charge notice for service but the vehicle was driven away for the place in which it was stationary before the CEO 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.

A penalty charge of £ is now payable and must be paid not 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 show that it was not.

The penalty charge will be reduced by a discount of 50% to £ if it is paid not later than the last day of the period of 14 days beginning on the date on which this Notice is served.

SEE REVERSE FOR: How to Pay, How to make representations about this Notice.

Payment Slip

For payment options see overleaf

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

Mole Valley District Council
 Pippbrook
 Dorking
 RH4 1SJ

Penalty Charge Notice: _____ Name: _____

Vehicle Registration No: _____ Address: _____

Date of the Notice: _____

Payment Amount Due: _____ Postcode: _____

HOW TO PAY

- **By Telephone:** Credit / debit card payments only. Automated payment line 01189 143851 (24 hours/7 days a week). Please have your card, vehicle details and PCN number ready.
- **Online at:** www.molevalley.gov.uk and follow links from pay it. Please have your card, vehicle details and PCN number ready.
- **By Post:** using the payment slip below to: Mole Valley District Council, Pippbrook, Dorking, RH4 1SJ. Allow 2 working days for 1st class post and 5 for 2nd class. By cheque or postal order only, payable to Mole Valley District Council. Please write the Penalty Charge Notice number, vehicle registration number and your address on the back of the cheque or postal order.
- **By Person:** at Mole Valley District Council, Pippbrook, Dorking RH4 1SJ (8.30am - 5.00pm Monday to Thursday, 8.30am - 4.30pm Friday)
Helpshop, 25 - 29 High St Leatherhead (9.30am - 4.30pm Monday to Friday, 9.30am - 1.00pm Saturday)

HOW TO MAKE REPRESENTATIONS IN RESPECT OF THIS NOTICE

If you believe that the penalty charge should not be paid you may make representations to Mole Valley District Council. Representations must be in writing and you may use this form. The representations may be made by:

Post to: Mole Valley District Council, Pippbrook, Dorking RH4 1SJ

Online at: www.molevalley.gov.uk/parking

Representations which are made after the expiry 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 on the following page 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 statutory 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, Mole Valley District 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 representations were served on it. If it fails to do so, this Notice will be cancelled.

If your representations are rejected, you have the right to appeal against that decision to the 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

Information about Civil Enforcement in Mole Valley and about representations and appeals can be found at www.molevalley.gov.uk. Further information about Civil Parking Enforcement (including PCN's and NtOs) is available online at www.patrol-uk.info.

Data Protection Statement

Under the Data Protection Act 1998 any information you provide may be disclosed to other organisations in connection with the recovery of the Penalty Charge, associated cost or the prevention and detection of crime.

Please complete your details before returning this slip with your payment.

Penalty Charge Notice Number

Name _____

Address _____
card _____

Postcode _____



Please debit my MASTERCARD/VISA/MAESTRO/DELTA/SOLO

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Card start date / Card expiry date / Card issue No /

Name of Cardholder

Signature

Make cheques or postal orders payable to Mole Valley District Council and write the PCN number on the reverse. If you would like a receipt, please enclose a stamped addressed envelope

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 if you have it. Please also provide the date of the transaction and any other details, and include 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 certain 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 enforcement authority 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 Regulations. Please set out the statutory requirement, time limit or other procedural step with which you believe that the enforcement authority 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.)
- ☐ The Civil Enforcement Officer was not prevented by some person from fixing the PCN to the vehicle concerned or handing it to the person in charge of the vehicle.
(Tick this box only if you received the penalty charge notice through the post because the civil enforcement officer could not issue it at the scene of the contravention because he was prevented from doing so)

OTHER GROUNDS

- ☐ If there are any other reasons why you consider the enforcement authority should cancel this Notice please tick this box and set out those reasons in full in the box on the following page.

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 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.

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