

To make "Representations" against the Notice to Owner please see below

If you consider that you should not pay this Penalty Charge DO NOT IGNORE THIS NOTICE. Details of how to make "Representations" against the Notice to Owner are as follows. Listed below are nine grounds on which you may make a representation as laid down in the Traffic Management Act 2004. Representations must be made not later than the last day of the period of 28 days beginning with the date on which this Notice is served, any Representations made after this date may be disregarded. If you wish to make Representation then you must tick the appropriate boxes below why you believe you are not liable and give further details in the space provided below. The form must then be signed and returned to:

Parking Services, PO Box 249, Maidstone, Kent ME16 8BQ or alternatively appeal on-line at www.swale.gov.uk/parking

If your Representation is successful, a Notice of Acceptance will be issued and the Penalty Charge cancelled. If your Representation is unsuccessful, a Notice of Rejection will be issued and you must either pay the Penalty Charge Notice in full or appeal to an Adjudicator, who will independently consider your Appeal. An appeal form will be included with the Notice of Rejection, which should be completed and sent to the Traffic Penalty Tribunal. The form will explain the appeals procedure in full.

Grounds for Representations

Please tick the grounds on which you are making representations.

I am not liable to pay the Penalty Charge because:

- ☐ **I was not the owner of the vehicle at the time of the alleged contravention.**
When returning this form please enclose details – such as a receipt of sale/purchase or a copy of the DVLA registration form. You must give the name and address of the person who bought/sold the car and the date of the sale/purchase in the box below.
- ☐ **The vehicle was parked by a person who was in control of it without my consent.**
Supply proof such as police crime report number and police station address or insurance claim in the box below.
- ☐ **We are a hire firm and the person hiring the vehicle has signed a statement accepting liability.**
Please supply a copy of the signed hire agreement including the name and address of the hirer in the box below.
- ☐ **The alleged contravention did not occur.**
In the box below explain why you believe no contravention took place.
- ☐ **The penalty charge exceeded the amount applicable in the circumstances of the case.**
That is, you have been asked to pay more than you are legally liable to pay please complete the box below.
- ☐ **The relevant designation order was invalid.**
You believe the parking restriction in question was invalid or illegal please complete the box below.
- ☐ **There has been a procedural impropriety on behalf of the authority.**
Please complete the box below stating why you believe the authority has acted improperly or in breach of the regulations.
- ☐ **Penalty Charge Notice was paid, either in full or at discounted rate within the discount period.**

If none of the grounds shown above apply but you believe there are mitigating circumstances in your case please complete the box below.

Details to support your Representations

Please give details of your representations or mitigating circumstances and supply any supporting evidence.

TICK RELEVANT BOX

I was not the owner of the vehicle when the Penalty Charge Notice was issued because:

- ☐ *I have never owned the vehicle:
- ☐ *I ceased to be the owner of the vehicle before the date of the alleged contravention:
- ☐ *I became the owner of the vehicle after the date of the alleged contravention. (Please supply proof of purchase or sale of the vehicle e.g. a copy of the receipt or DVLA notification or confirmation from your insurers that you have renewed or cancelled insurance)

Name and Address of Buyer/Seller/Hirer:

Name: _____

Address: _____

Postcode: _____

Date of Purchase/Sale: _____

Please continue on additional paper if necessary

DECLARATION

This must be signed in order for your representations to be considered

I confirm that all the information given is correct 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 five on the standard scale (currently £5,000).

Signature: _____ Date: _____

Name (block capitals): _____ Position in company (if relevant): _____

Payment Methods

By Post. Cheques & Postal Orders should be made payable to Swale Borough Council. Return the Payment Slip with your payment to: Parking Services, PO Box 249, Maidstone, Kent ME16 8BQ. If a receipt is required a stamped address envelope should be enclosed.

Credit/Debit Cards are accepted by telephone on 01795 417385 or alternatively you can pay Online at: www.swale.gov.uk/parking

Name (block capitals) _____

Address _____

Postcode _____

Telephone Number _____ Signature _____

* Delete as appropriate