

DO NOT IGNORE THIS NOTICE

Please allow at least 24 hours before reviewing your penalty charge notice online.

If the penalty charge is paid not later than the last day of the period of 14 days beginning with the date on which the notice is served, the penalty charge will be reduced by 50 percent. After this date you will be required to pay the full amount. It is your responsibility to ensure that your payment is received on time. The Council cannot be held responsible for any delays or delivery failures. Payment of this notice constitutes acceptance of liability. Paying by telephone or over the web is the most reliable way of ensuring that your payment is received on time.

HOW TO PAY

Visit www.swale.gov.uk/parking where you can pay 24 hours a day, 365 days a year using your debit / credit card. Alternatively payments can be made by telephone 24 hours a day on 01795 417766 or 01795 417850 during office hours.

Or

You can pay by post making your cheque or postal order payable to Swale Borough Council, write the Penalty number on the back and send with the slip below using the return envelope carrier. Do not send cash through the post. Post-dated cheques will not be accepted. All postal payments and appeals must be sent to: Parking Services, P.O. Box 249, Maidstone ME16 8BQ

WHAT HAPPENS NEXT

If you wish to appeal against the notice, you must do so in writing quoting the notice number or on-line at www.swale.gov.uk/parking. All cases will be considered on their individual circumstances. If we receive your appeal not later than the last day of the period of 14 days beginning with the date on which the notice is served, progression of the charge will be put on hold pending a reply. If your challenge is rejected the Council will usually re-offer the 14 day discount period. Telephone challenges will not be accepted.

Please note that the enforcement authority is Swale Borough Council save in respect of on street parking contraventions where the enforcement authority is Kent County Council. Enforcement procedures in respect of on street parking contraventions are administered on behalf of Kent County Council, by Swale Borough Council.

If the penalty charge is not paid before the end of the 28-day period as specified on the front of this notice or successfully challenged, the Council may serve a Notice to Owner (NTO) on the owner of the vehicle requesting payment of the penalty charge. The NTO will describe how the owner can make representations to the Council and, if rejected how to appeal to an Independent Adjudicator. Further information on the appeals procedure can be found at www.trafficpenaltytribunal.gov.uk.

Swale Borough Council takes its obligations under the Data Protection Legislation very seriously and will not disclose information to any unauthorised person. Information may be shared with other services within the Council or disclosed to other Local and Public Authorities or Government agencies that have a legitimate reason to request the disclosure e.g. the prevention and detection of fraud. For further information please see the following link; <http://www.swale.gov.uk>

Please complete details before returning with your payment

Name: (Mr/Mrs/Miss/Ms)

Address:

.....Postcode:

Telephone No:

Cheque No:

If you would like a receipt, enclose a stamped addressed envelope.