



**Warwickshire  
County Council**

*Working for  
Warwickshire*

**PENALTY CHARGE NOTICE (PCN)**

The Traffic Management Act 2004, s.78; Civil Enforcement of Parking Contraventions  
(England) General Regulations 2007; Civil Enforcement of Parking Contraventions  
(England) Representations and Appeals Regulations 2007

**PCN Number : XXXXXXXXXXXX**

Served on: 04/10/16

By Civil Enforcement Officer: (CEO) ZQ029 who had reason  
to believe that the following contravention had occurred  
and that a penalty charge is now payable:

XX  
XX  
XX  
XX

Contravention Code: XX

Date of Contravention: 04/10/16

Time of Contravention: 10:58

Location: XX

Vehicle Registration No: XXXXXXXX

Make: XXXXXX

Observed from: XX:XX

To: XX:XX

A penalty charge of £XX.XX 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 PCN was served.

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

**SEE REVERSE FOR:** How to pay.  
How to challenge this PCN.  
What happens if no payment is made.

**DO NOT PAY THE CIVIL ENFORCEMENT OFFICER**

Detach here

**PAYMENT SLIP**

Detach here

PCN No: XXXXXXXXXXXX

Date of Service / Issue: 04/10/16

Time of Contravention: 10:58

Vehicle Registration Number: XXXXXXXX

Contravention Code: XX

## **How to Pay**

- **By Telephone:** Credit / Debit card payments only. Automated payment line 0333 0030033 (24 hours a day / 7 days a week) Have your vehicle details and PCN Number ready.
- **Online:** at [www.warwickshire.gov.uk/parking](http://www.warwickshire.gov.uk/parking) follow links for **online payments**.
- **By Post:** using the payment slip below to: Warwickshire County Council, PO Box 231, SHEFFIELD S98 1PH. Payment may be made by crossed cheque or postal order. Please write the **PCN Number** and your address on the reverse of the cheque/postal order.

## **If you believe that the penalty should not be paid and wish to challenge this PCN**

- **Write to** The Parking Services Department, Warwickshire County Council, PO Box 231, SHEFFIELD S98 1PH  
Or
- **Web** - [www.warwickshire.gov.uk/parking](http://www.warwickshire.gov.uk/parking)

If you are unable to write or have any other enquiry, please telephone 0333 0030033.

**Please quote the PCN Number, the vehicle registration and your address in all contacts.**

You can find further guidance and the grounds for challenging a Penalty Charge online at [www.warwickshire.gov.uk/parking](http://www.warwickshire.gov.uk/parking)

Please do NOT pay the Penalty Charge if you wish to challenge it. If you challenge this Penalty Charge within 14 days, beginning with the date on which this Penalty Charge was served as specified on the front of this notice, the penalty will be held at the discounted rate, while the challenge is investigated and considered.

Making an informal challenge does not prevent the owner from making formal representations upon receipt of the Notice to Owner (NtO) as explained below.

## **If the Penalty Charge is not paid or challenged**

If the Penalty Charge is not paid on or before the end the 28-day period as specified on the front of this notice or successfully challenged, the Council may serve a NtO on the owner of the vehicle, requesting payment of the Penalty Charge (Registered Keeper details are requested from the DVLA). The owner can either pay or make representations and may appeal to an independent adjudicator, if their representations are rejected. The NtO will contain instructions on how to do this.

Please ensure all challenges and representations detail, the Penalty Charge number, the vehicle registration and a return correspondence address or email address.

*Further information about Civil Parking Enforcement (including Penalty Charges and NtOs) is available online at [www.patrol-uk.info](http://www.patrol-uk.info)*

Detach here

Detach here

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

## **PAYMENT SLIP**

Name: (Mr/Mrs/Miss/Ms): .....

Address: .....

.....

.....

Postcode: ..... Date: .....

Make cheques and postal orders payable to Warwickshire County Council and write the PCN Number on the reverse.