

# ADUR DISTRICT COUNCIL

## NOTICE TO OWNER

*The Traffic Management Act 2004, s82; Civil Enforcement of Parking Contraventions (England) General Regulations 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007*  
*Where this Penalty Charge Notice (PCN) was issued for a contravention in an off-street car park, except Albion Street Lorry Park and Marlborough Road car park, the enforcement authority is Adur District Council. In all other cases, the enforcement authority is West Sussex County Council, with Adur District Council as its agent.*

Mr T Test  
123 Test Road  
Worthing  
West Sussex  
T123EST

**Date of this Notice and date of posting:**  
01 May 2019

**Penalty Charge Notice (PCN) Number:**  
AD30026011

**Vehicle Registration Number:**  
T123EST

**Date of Service of the PCN:**  
01 May 2019

On **01 May 2019** a Penalty Charge Notice (PCN) was issued by Civil Enforcement Officer **105** to the above vehicle for the following alleged contravention:

**(Code 02) Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force**

**Location:** Addison Close, Lancing  
**Date:** 01 May 2019  
**Time:** 14:37

This notice has been served on you because it appears to Adur District Council that you are the owner of T123EST

### **The PCN has not been paid**

**The full amount of the penalty charge is £70.00.**  
**So far £0.00 has been paid.**  
**Payment of £70.00 is now due.**

The person appearing to be in charge of the vehicle was served with a penalty charge notice (PCN) which allowed 14 days for payment of a 50% discounted penalty charge; otherwise the full penalty charge became due. Either no payment has been received or any payment received, had been insufficient to clear the penalty charge.

The penalty charge is now payable by you as the owner and must be paid not later than the last day of the period of 28 days beginning with the date on which the Notice was 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 it was not.

If do not pay the penalty charge or make representations before the end of the period specified above, the Council may increase the original penalty charge by 50% to **£105.00** and a Charge Certificate may be served seeking payment of the increased charge.

You may make representations to Adur District Council as to why you this penalty charge should not be paid. These representations should be made not later than the last day of the period of 28 days beginning with the date on which this Notice is served and any representations which are made outside that period may be disregarded.

### **HOW TO PAY**

You may pay this penalty charge online, by telephone, or by post. Full details on these methods of payment are given in the 'Paying The Charge' section.

Please make cheques and postal orders payable to Adur District Council, and write the PCN number and vehicle registration number on the back. Please do not send post-dated cheques, as they will not be accepted.

**Please do not make any payment if you want to challenge the Penalty Charge**

### **HOW TO MAKE REPRESENTATIONS**

Online Web Code: 157TR414

If you believe that the penalty charge should not be paid you may make representations to Adur District Council. Representations must be in writing and you may either

- A) Use this form and post it to:  
Notice Processing, PO Box 3584, Chippenham, Wiltshire SN15 9EF  
or;
- B) Online by visiting the parking pages at [www.adur-worthing.gov.uk](http://www.adur-worthing.gov.uk) and follow the online instructions.

Please make a representation using only one of the above methods. Please do not make payment if you wish to challenge this PCN.

Representations which are made after the end 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, please see below. If you submit your representation late, you should explain why.

The statutory grounds on which representations may be made are set out in this Notice with an indication of the information which you should supply in support of your representation. It is important to provide all relevant information. Tick the relevant boxes and write your reasons in the box. The Notice will be cancelled if one or more of the specified grounds is established. This Notice may be cancelled for other compelling reasons even if none of the specified grounds apply. If the Notice is cancelled any sums already paid will be refunded.

If your representations are received in time or are late but are taken into account, Adur 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 representation was served on it. If it fails to do so, this Notice will be cancelled and any sums already paid will be refunded. If your representations are rejected, you have the right to appeal against that decision to an Independent Adjudicator. Details of how to appeal will be contained in the Notice of Rejection of Representations

Further information about Civil Parking Enforcement (including PCN's and NtO's) is available online at [www.patrol-uk.info](http://www.patrol-uk.info). Further information on the appeals process can be found at [www.adur-worthing.gov.uk](http://www.adur-worthing.gov.uk)

## **PAYING THE CHARGE**

### **On-Line Payment (24 hours a day)**

Payment can be made over the internet by going to the Adur District Council website at [www.adur-worthing.gov.uk](http://www.adur-worthing.gov.uk) and following the 'pay on-line' instructions. Please have your Penalty Charge Notice number and your vehicle registration number to hand.

### **Telephone Payments**

You can pay by calling our telephone payment line on 0345 680 0189 using a debit or credit card (all major cards accepted excluding American Express).

### **Payment by Post**

Please complete the payment slip below and send it with your payment to:

The Parking Shop, 52 Chapel Road, Worthing, BN11 1BE

If you require a receipt, please provide a stamped addressed envelope.

**Please do not send cash through the post.**

Please make cheques and postal orders payable to Adur District Council and write the PCN number and vehicle registration number on the back. **Post dated cheques will not be accepted.**

Adur District Council uses the data you provide to process Penalty Charge Notices which are issued to vehicles in respect of on and off-street parking contraventions. All processes are carried out in line with traffic management / parking related legislation and using secure systems. The data is required to carry out the efficient provision of parking services within the administrative District/Borough. The information you provide will only be used for the parking related purposes for which it was obtained. This may include sharing it with partner agencies and other local authorities within West Sussex involved directly in parking management, specifically the Police, the Traffic Penalty Tribunal, the Traffic Enforcement Centre and agents providing services to Adur District Council in carrying out this role. Details of West Sussex County Council's and Adur District Council's compliance with the General Data Protection Regulations can be located on the following websites - <https://www.westsussex.gov.uk/about-the-council/policies-and-reports/corporate-policy-and-reports/data-protection-policy> and [www.adur-worthing.gov.uk](http://www.adur-worthing.gov.uk)

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**Payment slip** – please return with all payments sent by post

If you require a receipt, please provide a stamped addressed envelope

Penalty Charge Notice Number: **AD30026011**

VRM: **T123EST**

Issued in: **Addison Close, Lancing**

At: **14:37**

On: **01 May 2019**

**Payment of £70.00 is now due**

Mr/Mrs/Ms/Miss: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Postcode: \_\_\_\_\_

## **MAKING REPRESENTATIONS**

If you think one of the grounds below applies, please indicate which one by ticking the box.  
In all cases, please give details in the space provided.

- ☐ The alleged contravention did not occur – *please explain why you think no contravention took place*
- ☐ I was not the owner of the vehicle at the time – *if you sold the vehicle before the date of the contravention or bought it after the date, you must tell us the name and address of the person who bought it from you or sold it to you, if you know it. Please supply evidence of the sale / purchase (e.g. a sales receipt)*
- ☐ 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 – *Please enclose evidence (e.g. police crime report, insurance claim)*
- ☐ We are a hire firm and the vehicle in question was at that material time hired under a hiring agreement; and the person hiring it has signed a statement accepting liability – *please supply a copy of the signed agreement including the name and address of the hirer.*
- ☐ The penalty charge exceeded the amount applicable in the circumstances of the case – *if you think you are being asked to pay more than you should legally pay*
- ☐ The Traffic Order was invalid – *if you believe the parking restriction in question was invalid or illegal.*
- ☐ There has been procedural impropriety on the part of the enforcement authority – *please describe the alleged impropriety*
- ☐ That the penalty charge has already been paid in full, or has been paid at the reduced amount within the specified period – *please provide details of the payment method, date and amount.*

<b>Details:</b>  <div style="text-align: right;">AD30026011 <i>(Please continue on another sheet if necessary)</i></div>	
<b>Ownership details:</b> I was not the owner/keeper of the vehicle when the PCN was issued because:	
<input type="checkbox"/> I have never owned the vehicle	
<input type="checkbox"/> I sold the vehicle before the contravention on:	Name of buyer / seller / hirer:
<input type="checkbox"/> I bought the vehicle after the contravention on:	Address:
<input type="checkbox"/> We are a hire firm and the vehicle was on hire at the time.	

**Please make sure you sign the following declaration if you want us to consider your representations.**

I confirm that the above information is correct to the best of my knowledge. I understand that making a false statement may result in prosecution and a possible fine of up to £5,000.

----- (name in BLOCK CAPITALS)

----- (position in company, if relevant)

----- (email address)

----- (signature) ----- (date)

### **The Rule Relating to Service**

The Civil Enforcement of Parking Contraventions (England) General Regulations 2007; Regulation 3 " Service of 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 a 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".