

## HOW TO PAY

- **By Telephone** Credit/Debit Card payments only. Automated payment line 01942 488280 (24 hours/ 7 days a week). Have your Payment Reference Number ready.
- **On-line** at [www.wigan.gov.uk](http://www.wigan.gov.uk). Follow links from on-line payments
- **By Post** Payment may be made by crossed cheque or postal order made payable to: **WIGAN COUNCIL**  
**Please write the PAYMENT REFERENCE NUMBER and your address on the reverse of the cheque/postal order.**  
**PLEASE DO NOT SEND CASH, BANK NOTES OR BLANK POSTAL ORDERS.**  
Responsibility cannot be taken for loss of cash, bank notes or blank postal orders sent by post.  
Send your payment, together with the completed payment slip to:  
Parking Services, Wigan Council, PO Box 100, Wigan WN1 3DS.  
  
Please enclose a stamped addressed envelope if you need a receipt.  
Post dated cheques will not be accepted.  
Allow 2 working days for 1st class post and 5 working days for 2nd class post.  
  
**Pay point** – Payment can be made by cash only at any Pay Point.  
Take the PCN with you when you go to pay. Please keep your receipt as proof of payment.  
  
**Post Office** - Payment can be made by cash or cheque at any Post Office.  
There is no extra charge for paying this way. Take the PCN with you when you go to pay. Please keep your printed receipt as proof of payment.

## If you believe that the Penalty Charge should not be paid and this PCN should be cancelled

You may make representations against the Penalty Charge which will be considered before a Notice to Owner (NtO) is served by

- **Writing** to Parking Services, Wigan Council, PO Box 100, Wigan WN1 3DS or
- **E-mailing** [parking@wigan.gov.uk](mailto:parking@wigan.gov.uk) please quote your full postal address including postcode on all e-mails

If you are unable to write or e-mail, or have any other enquiry, please telephone 01942 488280.

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

Details of the Council's Cancellation Policy can be found at [www.wigan.gov.uk](http://www.wigan.gov.uk) or seen at Wigan or Leigh Library– all cases will be considered on their individual circumstances. If you make representations against the Penalty Charge before the end of the 14 day discount period as specified on the front of this PCN and those representations are rejected the Council will usually re-offer the 14 day discount period.

## If the Penalty Charge is not paid or cancelled

If the Penalty Charge is not paid before the end of the 28 day period as specified on the front of this PCN or any representations that have been made have been rejected, the Council may serve an NtO on the owner of the vehicle requiring payment of the Penalty Charge. The owner is entitled to make representations to the Council against the Penalty Charge in the form and manner and at the time specified in the NtO and may appeal to an independent adjudicator if those representations are rejected.

*Further information about Civil Parking Enforcement (including PCNs and NtOs) is available online at [www.patrol-uk.info](http://www.patrol-uk.info) or in a leaflet available from the Council.*

Detach here

## PAYMENT SLIP

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

### TICK BOX FOR RECEIPT

Please enclose a stamped addressed envelope if you need a receipt.

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

Address:.....

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Post code:..... Date.....

Please make cheques or postal orders payable to Wigan Council and write the Payment Reference Number on the reverse.

