

Penalty Charge Notice:

Vehicle Registration Mark:

✓	If you think any of the grounds below applies, please indicate which by ticking the relevant box or boxes and provide any further details overleaf.	
A	The alleged contravention did not occur.	Please explain why you believe the contravention did not happen or you believe an exemption to the regulations applies.
B	The penalty charge exceeded the amount applicable in the circumstances of the case.	If you think you are being asked to pay more than is required by law please explain why.
C	I was never the owner of the vehicle in question	Please provide a formal statement to this effect.
C	I was not the owner of the vehicle in question at the date and time of detection as I had ceased to be the owner before the detection date or became its owner after the detection date.	If you bought or sold the vehicle, you must give the new or former owner's name and address if you have it. Please also provide the date of the transaction and any other details, and include copies of any documents such as an invoice or bill of sale.
D	The vehicle was taken without the owner's consent.	If your vehicle was stolen or taken without your consent please provide any supporting information that you may have e.g. police crime report or insurance claim reference.
E	I am / We are a vehicle hire firm and (i) the vehicle in question was on hire under a hiring agreement at the time of the contravention, and: (ii) the person hiring the vehicle had signed a statement of liability acknowledging his/her liability in respect of any penalty charge notice served during the period of the hire agreement (Regulation 5(2) of SI2757)	Please provide a copy of the signed hire agreement which must be one which qualifies by containing prescribed particulars. You <b>must</b> also supply a signed copy of the 'Statement of Liability' acknowledging his/her liability in respect of any penalty charge incurred. Transfer of liability cannot be undertaken without the necessary documentation. [The Road Traffic (Owners Liability) Regulations 2000, SI 2546 - Schedule 2]
F	I was the hirer of the vehicle concerned but I am not liable to pay the penalty charge (Regulation 5(2) of SI2757)	If you were the hirer of the vehicle concerned but had not signed a statement of liability for any penalty charge notices. Please provide a formal statement to this effect.
G	The circumstances leading to the issue of the PCN are already subject to criminal proceedings or a Fixed Penalty Notice (FPN) has been issued	You should use these grounds if the matter has been dealt with by the Police or a FPN has been issued. Remember to include any supporting documentation with your representations.
H	The vehicle was being kept by a vehicle trader at the date and time of the detection	If you were not the keeper at the time of the contravention as the vehicle was being kept by a vehicle trader you should complete the relevant box overleaf and enclose a copy of any documentary evidence you may have.
Z	There has been a procedural impropriety by the enforcement authority.	If you believe that City of Wolverhampton Council has failed to comply with any requirement imposed by the Section 144, Transport Act 2000; Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2005. Please set out the statutory requirement, time limit or other procedural step with which you believe that the Council has failed to comply.

#### THE RULE RELATING TO SERVICE

##### Service by 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 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."

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Vehicle Registration Mark:

Please complete the information above before posting

Please provide details to support your representation here. (Continue on a separate sheet if necessary)

Name and Address of Buyer / Seller / Hirer of vehicle (where relevant)

**DECLARATION: This must be signed in order for your representations to be considered**

I confirm that the details of my representations are 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).....

Please advise us if your name or address is incorrect

Name: \_\_\_\_\_

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

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