

DO NOT IGNORE THIS PCN Number: «Notice_Number»

«Corresp_Title» «Corresp_ForeName» «Corresp_Surname»
«Corresp_Business_Name»
«Corresp_Address_Line_1»
«Corresp_Address_Line_2»
«Corresp_Address_Line_3»
«Corresp_Address_Line_4»
«Corresp_Town»
«Corresp_County»
«Corresp_Post_Code»

Traffic Management Act 2004; Civil Enforcement of Parking Contraventions (England) General Regulations 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007; Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007; SI 1513 The Civil Enforcement of Parking Contraventions (England) General (Amendment) Regulations 2008

CHARGE CERTIFICATE (date of this Certificate and of posting: «Printed_Date»)

PLEASE NOTE: This Certificate has been issued to you because payment of the Penalty Charge in respect of the parking contravention identified below has not been received. You are now required to pay an increased Penalty Charge, as is explained below.

On «Corresp_NTO_Date», a Notice to Owner was served on you as the person appearing to be the owner or hirer of the following vehicle in respect of the following parking contravention:

Contravention Code and Description:

Code «Notice_Contravention_Code» – «Notice_Contra_Long_Desc»

Penalty Charge Notice Number:	«Notice_Number»
Vehicle Registration Number:	«Notice_VRM»
Vehicle Make:	«Notice_Make»
Vehicle Colour:	«Notice_Colour»
Contravention Location:	«Notice_Issue_Location»
Contravention Area:	«Notice_Area_Name»
Contravention Date:	«Notice_Contravention_Date»
Contravention Time:	«Notice_Contravention_Time»

For on-street parking contraventions: The Penalty Charge Notice (PCN) was issued by the South Essex Parking Partnership as agent for the enforcement authority, Essex County Council. The South Essex Parking Partnership is responsible (under agency arrangements with Essex County Council) for the enforcement of on-street parking restrictions within the Borough/City/District of Basildon, Brentwood, Castle Point, Chelmsford, Maldon and Rochford.

For off-street car park contraventions: Where this PCN was issued in a public car park within the Borough of Basildon, the enforcement authority is Basildon, with Chelmsford City Council acting as its agent. Where this PCN was issued in a public car park within the Borough of Castle Point, the enforcement authority is Castle Point, with Chelmsford City Council acting as its agent. Where this PCN was issued in a public car park within the City of Chelmsford, the enforcement authority is Chelmsford City Council.

Please note: All communications relating to this PCN should be directed to Chelmsford City Council (the lead authority for the partnership). Full details of the partnership arrangements are available on request.

Data Protection Declaration: Chelmsford City Council is a Data Controller for the purposes of data protection legislation. All personal information is held and processed in accordance with this. Please refer to our Privacy Notices published on our website at www.chelmsford.gov.uk/privacy for details. Please contact us if you need the privacy notice in an alternative format.

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The Penalty Charge in respect of this parking contravention was £«Notice_Original_Penalty». To date, £«Notice_Net_Paid» has been received. £«Notice_Outstanding_Account» is outstanding.

As the Penalty Charge has not been paid within the relevant period, the Penalty Charge in question is now increased by [50 per cent] to £«Notice_Surcharge_Penalty».

PLEASE NOTE: If this increased Penalty Charge is not paid before the end of the period of 14 days beginning with the date on which this certificate is served, the enforcement authority may, if a county court so orders, recover this increased charge as if it were payable under a county court order.

This Certificate 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 on this, please turn to the reverse page of this Certificate. Note C

HOW TO PAY:

- **By telephone: 0300 456 0489.** Automated payments line (24 hours a day, seven days a week). Credit/Debit card payments only (we do not accept American Express). Make sure that you have the PCN number and the vehicle registration number ready.
- **Online: www.chelmsford.gov.uk/payments**
- **By post: South Essex Parking Partnership, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, Essex, CM1 1JE.** Send a cheque or postal order to the above address, made payable to Chelmsford City Council and with the PCN number on the reverse. Allow two working days for 1st class post. Allow five working days for 2nd class post.
- **By cash: All PayPoint or Post Office outlets.** Take this PCN with you so that the barcode on the front of the PCN can be scanned and payment taken.

Detach here ✂-----

PAYMENT SLIP (PCN No.: «Notice_Number»):

Please complete your details before returning this slip with your payment. **Do not send cash or credit/debit card details through the post.** If you would like a receipt, please enclose a stamped, addressed envelope.

Name: **Charge Certificate Date:**
Address: **Vehicle Reg. No.: «Notice_VRM»**
..... **Postcode:**

Amount Due: £«Notice_Outstanding_Account»

THE RELEVANT PERIOD

1. The relevant period within which the Penalty Charge should have been paid is the period of 28 days beginning -
 - (a) where no representations have been made under regulation 4 of the Representations and Appeals Regulations, with the date on which the notice to owner is served;
 - (b) where –
 - i. such representations have been made;
 - ii. a notice of rejection was served by the authority concerned; and no appeal against the notice of rejection was made, with the date on which the notice of rejection is served;
 - iii. which the notice of rejection is served;
 - (c) where an adjudicator has, under regulation 7(4) of the Representations and Appeals Regulations, recommended the enforcement authority to cancel the notice to owner, with the date on which the enforcement authority notified the appellant under regulation 7(5) of those Regulations that it does not accept the recommendation; or
 - (d) in a case not falling within subparagraph (c) above where there has been an unsuccessful appeal to an adjudicator under the Representations and Appeals Regulations against a notice of rejection, with the date on which notice of the adjudicator's decision was served on the appellant.

2. Where an appeal against a notice of rejection was made but was withdrawn before the adjudicator served notice of his decision, the relevant period in relation to a notice to owner is the period of 14 days beginning with the date on which the appeal was withdrawn.

THE RULE RELATING TO SERVICE Note C

The Civil Enforcement of Parking Contraventions (England) General Regulations 2007: Regulation 3 states:

“Service by post

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

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- (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”.