

PENALTY CHARGE NOTICE (PCN)

HOW TO PAY

- **Online:** At <http://parking.bathnes.gov.uk> Credit/Debit cards only. Please have vehicle details and Penalty Charge Notice (PCN) number ready.
- **By Telephone:** Automated Payment Line 0845 372 3501. Credit/Debit card payments only. Please have PCN number ready.
- **By Post:** Using the payment slip below to Parking Services, Bath and North East Somerset Council, PO Box 122, Bristol, BS31 9AE. Please make all cheques/postal orders payable to Bath and North East Somerset Council and write the PCN number on the reverse. Do not send cash through the post. Allow 2 working days for 1st Class post and 5 days for 2nd Class post. If you require a receipt please enclose a stamped addressed envelope.
- **In Person:** At any of the Bath and North East Somerset payment offices during normal opening hours of: Monday, Tuesday, Thursday 08.30-17.00. Wednesday 09.30-17.00 and Friday 08.30-16.30.
 - One Stop Shop - 3-4 Manvers Street, Bath, BA1 1JQ
 - Riverside - Temple Street, Keynsham, BS31 1LA
 - The Hollies - High Street, Midsomer Norton, BA3 2DP

IF YOU BELIEVE THAT THE PENALTY CHARGE NOTICE (PCN) SHOULD NOT BE PAID AND WISH TO MAKE A CHALLENGE

- **Make an online challenge at:** <http://parking.bathnes.gov.uk>
- **Write to:** Parking Services, Bath and North East Somerset Council, PO Box 122, Bristol, BS31 9AE.

Please quote the PCN number, the vehicle registration number and your full postal address within all correspondence.

If you are unable to write or have any other enquiry, please telephone the enquiries line on 01225 477133/4.

Details of Bath and North East Somerset Council's approach to challenges can be found at: www.bathnes.gov.uk/services/parking-and-travel/parking-charges however all cases will be considered on their individual circumstances.

If you challenge this PCN within 14 days and the challenge is rejected, Bath and North East Somerset Council will generally extend the period within which the reduced penalty charge may be paid.

IF THE PENALTY CHARGE IS NOT PAID OR CHALLENGED

If the Penalty Charge is not paid before the end of the period of 28 days as specified on the front of this notice (and not successfully challenged as above) Bath and North East Somerset Council may request registered keeper information from DVLA and may serve a Notice to Owner (NtO) on the registered keeper requiring payment of the penalty charge. The person on whom an NtO is served will be entitled to make representations to Bath and North East Somerset Council against the PCN and may appeal to an adjudicator if those representations are rejected.

If challenges against the PCN are received at the specified address before the NtO is served they will be considered. However, notwithstanding those challenges, once an NtO is served any representations must be made in the form and manner and at the time specified in the NtO. If these representations are accepted the PCN/NtO will be cancelled. If these representations are rejected a Notice of Rejection (NoR) will be issued. You will then be entitled to appeal to the independent adjudicators at the Traffic Penalty Tribunal (TPT).

Full details on how to appeal will be issued by Bath and North East Somerset Council with the NoR and are available on the adjudicators website: www.trafficpenaltytribunal.gov.uk

Further information about Civil Parking Enforcement (including PCNs and NtOs) is available online at www.patrol-uk.info or from Bath and North East Somerset Council.

Data Protection Statement

Bath and North East Somerset Council will use information, including personal information, collected through the issuing of this Penalty Charge Notice for the enforcement of traffic contraventions and it may also be used for compatible purposes. The information may be disclosed to other enforcement agencies and third parties where it is necessary and lawful to do so e.g. for the prevention and detection of crime. All information will be processed in accordance with the Data Protection Act 1998.