



«Offender\_Title» «Offender\_Initials»  
 «Offender\_Surname»  
 «Offender\_Address\_1»  
 «Offender\_Address\_2»  
 «Offender\_Address\_3»  
 «Offender\_Town»  
 «Offender\_Post\_Code»

## NOTICE TO OWNER

The Traffic Management Act 2004.s78: Civil Enforcement of Parking Contraventions (England) General Regulations 2007  
 Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007

Penalty Charge Notice Number	«PCN_Ticket_Number»	Date of Notice and Date of Posting	«Date_Letter_Created»
Location of Contravention	«PCN_Street_or_Carpark_Name»		
Description of Contravention	«PCN_Offence_Long_Description». [«PCN_Offence_Code»]		
Date and Time of Contravention	«PCN_Issue_Date» at «PCN_Issue_Time»		
Date Penalty Charge Notice was Served	«PCN_Issue_Date»		
Vehicle Registration	«PCN_Registration_Number»	«PCN_Vehicle_Make» - «PCN_Vehicle_Colour»	
Amount of penalty charge	«PCN_Amount_of_Full_Fine»	Amount paid to date	«PCN_Amount_Paid_to_date»
<b>PAYMENT NOW DUE : «PCN_Amount_Outstanding»</b>			

This Notice to Owner has been served on you because it appears to the enforcement authority, Bedford Borough Council, that you are registered as the owner, keeper or hirer of the vehicle on the date on which the Penalty Charge Notice was served.

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

A penalty charge of «**PCN\_Amount\_Outstanding**» is now payable by you as the owner and must be paid no later than the last day of the period of 28 days beginning with the date on which this Notice is 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 that it was not.

You may make representations to Bedford Borough Council as to why this penalty charge should not be paid. These representations should be made no later than the last day of the period of 28 days beginning with the date on which this Notice is served and any representations made outside that period may be disregarded.

**NOTE:** If you do not pay the penalty charge or make representations before the end of the 28 day period specified above, the Council may increase the original penalty charge by 50% to !Syntax Error, « and take steps to enforce payment.

**Please note that the Council is unable to accept instalment payments at any stage.**



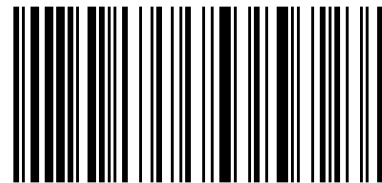
## CAMERA RECORDING

Please visit Bedford Borough Councils website at [www.bedford.gov.uk/PenaltyChargeNotice](http://www.bedford.gov.uk/PenaltyChargeNotice) to view the still photographs and details of the alleged contravention. It is also possible to pay the penalty charge or to make an appeal or enquiry at this site. If you do not have access to the internet you may use the facilities based at the Customer Service Centre, 2 Horne Lane, Bedford, MK40 1RA

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### HOW TO PAY

- Telephone 01234 718061:** Our automated payment line available 24 hours. Please have your card details and Penalty Charge Notice (**PCN**) number ready.
- Online:** Visit the Council's website at [www.bedford.gov.uk/PenaltyChargeNotice](http://www.bedford.gov.uk/PenaltyChargeNotice). Payment may be made by debit or credit card.
- Home Banking:** Quote our Bank **Sort Code 60-02-13, Account Number 62288849** and the **PCN number**.
- At any Post Office:** Pay by cash or debit card. **Take this Notice with you so that the barcode can be scanned.**



P O \_ B a r c o d e

**Self Service Payment Kiosks:** Visit the Customer Services Centre, 2 Horne Lane, Bedford MK40 1RA. Payment may be made by debit or credit card only.

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### HOW TO MAKE REPRESENTATIONS

If you believe that the penalty charge should not be paid you may make representations to Bedford Borough Council. Representations must be in writing and you may use the attached form. The representations can be sent to the Council by one of the following methods:

- Online at [www.bedford.gov.uk/PenaltyChargeNotice](http://www.bedford.gov.uk/PenaltyChargeNotice)
- Email [parking.services@bedford.gov.uk](mailto:parking.services@bedford.gov.uk)
- Post to Parking Services, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP

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 on this, please see below.*

If you submit your representations late, you should explain why.

The statutory grounds on which representations may be made are set out below together with an indication of the information which you should supply in support of your representations. It is important to provide all relevant information. Tick the relevant boxes and write your reasons in the box provided. This 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 your representations are received in time or are received late but are taken into account, the 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. If your representations are rejected, you have the right to appeal against that decision to an independent adjudicator. An appeal form will be sent with the letter rejecting your representations. The form will explain how and when to appeal to the adjudicator.

The Council's policy about late representations and/or representations not covered by the statutory grounds can be found on [www.bedford.gov.uk](http://www.bedford.gov.uk).

*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 Bedford Borough Council, Customer Services Centre, 2 Horne Lane, Bedford MK40 1RA.*

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## THE RULE RELATING TO SERVICE

### **The Civil Enforcement of Parking Contraventions (England) General Regulations 2007: Regulation 3 "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 (a).
- (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.

## THE SPECIFIED GROUNDS

- The alleged contravention did not occur.**  
(Please explain why you believe no contravention took place)
- I was never the owner of the vehicle in question / or**
- I had ceased to be its owner before the date on which the alleged contravention occurred / or**
- I became its owner after the date on which the alleged contravention occurred.**  
(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)
- 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.**  
(Tick this box if your vehicle was stolen or taken without your consent. Please provide any supporting information that you may have, e.g. any crime reference or insurance claim reference)
- We are a vehicle hire firm and the vehicle was on hire under a hiring agreement and the hirer had signed a statement acknowledging liability for any PCN issued during the hiring period.**  
(The hire agreement must be one which qualifies by containing prescribed particulars. You **must** supply the name and address of the hirer. Please also supply a copy of the signed agreement)
- The penalty charge exceeded the amount applicable in the circumstances of the case.**  
(Tick this box if you think you are being asked to pay more than is required by law and explain why)
- There has been a procedural impropriety by the enforcement authority.**  
(Tick this box if you believe that the Council has failed to comply with any requirement imposed by the Traffic Management Act 2004, by the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007 or by the Civil Enforcement of Parking Contraventions (England) General Regulations 2007 Regulations. Please set out the statutory requirement, time limit or other procedural step with which you believe the Council has failed to comply)
- The Order which is alleged to have been contravened in relation to the vehicle concerned is invalid.**  
(Please explain why you believe that the Order in question is invalid. *Please note that this ground will not apply in respect of a provision in an Order to which Part VI of Schedule 9 to the Road Traffic Regulation Act 1984 applies*)
- This Notice should not have been served because the penalty charge had already been paid:**
- (i) in full; or
- (ii) at the discounted rate set in accordance with Schedule 9 to the Traffic Management Act 2004 and within the time specified in paragraph 1(h) of the Schedule to the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.

(Please indicate the amount of the payment made and when and how the payment was made. Include a copy of any supporting documentary information such as a receipt or bank statement)

**N.B.** The discounted rate was 50% of the penalty charge and should have been paid not later than the last day of the period of 14 days beginning with the date on which the PCN was served)

**OTHER GROUNDS**

- If there are any other reasons why you consider the Council should cancel the penalty charge notice, please tick this box and set out those reasons in full in the box provided.

Write your representations here (attach any extra sheets if necessary)

I confirm that my representations are true and to the best of my knowledge. I realise that knowingly or recklessly making a false statement may result in prosecution and a fine upon conviction of up to level 5 on the standard scale (currently £5,000).

Signature .....

Date .....

**NAME** (IN CAPITALS) .....

**POSITION IN COMPANY** .....  
(If relevant)