



# CHARGE CERTIFICATE

The Traffic Management Act 2004, s82  
Civil Enforcement of Parking Contraventions (England) General Regulations 2007 (as amended)  
Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007 (as amended)

Parking Services  
TOWN HALL  
Blackburn  
BB1 7DY  
01254 588100

Date of Charge Certificate (date of posting):

Penalty Charge Notice (PCN) Number:

Date of Event:

Vehicle Registration Mark (VRM):

## DO NOT IGNORE THIS NOTICE

As the registered owner/keeper or Hirer you are legally responsible.  
DO NOT PASS THIS TO ANOTHER PERSON.

### DETAILS OF CONTRAVENTION

A Penalty Charge Notice was issued to the above vehicle for the following alleged contravention:

Contravention Code:

Date:

Time:

Contravention Description:

Location:

## THE PENALTY CHARGE HAS NOT BEEN PAID IN FULL

The Penalty Charge has now increased by 50% to £

To date £

has been received.

Outstanding Balance is £

A Notice to Owner (NtO) was sent to the above address, as the known owner/keeper/hirer of the vehicle, as provided by the DVLA .  
The Notice to Owner allowed the addressee 28 days to pay the penalty charge or make formal representations.

This Charge Certificate has been served since one of the following circumstances applies:

1. No representations were made in response to the Notice to Owner.
2. The Local Authority rejected the representations made against the Notice to Owner and sent a Notice of Rejection.
3. An Appeal was submitted to the Parking/Traffic Adjudicator but was dismissed.
4. An Appeal was submitted to the Parking/Traffic Adjudicator but was withdrawn.
5. The Adjudicator has recommended on appeal that the Penalty Charge Notice (PCN) be cancelled but the Council has rejected the recommendation.
6. Full payment was not made by the specified date and the penalty charge has been increased by 50%.

## WE STRONGLY ADVISE THAT YOU DEAL WITH THIS MATTER NOW.

To view this notice online, please visit [www.blackburn.gov.uk](http://www.blackburn.gov.uk)

If you fail to pay the outstanding balance, in full, before the end of the period of **14 days** beginning with the date this certificate is served then action will be taken by the Local Authority to register the charge as a debt at the County Court. A warrant may then be issued to an approved Enforcement Agent to recover the debt. Enforcement Agent charges will incur additional costs for which you will also be liable.

### PAYMENT SLIP

Please detach this slip and enclose with your cheque/postal order made payable to **Blackburn with Darwen Borough Council**.  
Please write the Penalty Charge Notice number on the reverse of your cheque/postal order.

Name:

Address:

Postcode:

Penalty Charge Notice (PCN) No:

PCN issue date:

Vehicle Registration Mark (VRM):

Vehicle Make:

See overleaf for how to pay and methods of payment.

## **THE RULES RELATING TO SERVICE**

The Civil Enforcement of Contraventions (England) Regulations 2005:

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 Years 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 detailed in regulation 5(4)) by means of electronic data transmissions 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;
  - (b) the document is transmitted to that address,
- (5) Nothing in this regulation applies to the services of any notice or order made by a County Court”

## **COUNCIL POLICIES**

The Councils local policies may be viewed online – [www.blackburn.gov.uk](http://www.blackburn.gov.uk)

## **DATA PROTECTION STATEMENT**

Data collected through the issuing of this notice may be used for enforcement of traffic offences, parking contravention and other associated purposes.

This data may also be disclosed to other Enforcement Agencies. All processing of this data will be in accordance with the Data Protection Act 1998.

## **ENFORCEMENT AGENTS AND FEES**

If you do not pay the full amount in the time specified, Blackburn with Darwen Borough Council may seek to recover the debt via Enforcement Agents. If this occurs, the debt will be registered at the Traffic Enforcement Centre and a Warrant for Recovery will be issued. Failure to pay the outstanding amount may result in additional charges up to **£420.00**.

**Stage 1: Notice of Enforcement** - Penalty Charge plus an additional charge of £75.00

**Stage 2: Enforcement** - Penalty Charge & Stage 1 costs plus an additional charge of £235.00

**Stage 3: Removal & Sale of goods/property** - Penalty Charge, Stage 1 & 2 costs plus and additional charge of £110.00

## **HOW TO PAY**

**Telephone:** 01254 588100 – you will need a Credit/Debit card.

**Online:** [www.blackburn.gov.uk](http://www.blackburn.gov.uk) – you will need a credit/Debit card.

**Post:** **CHEQUES or POSTAL ORDERS ONLY**  
made payable to ‘**Blackburn with Darwen Borough Council**’ Please also write the Penalty Charge Notice number on the reverse of the cheque/Postal Order. Send your payment to: *Parking Services, Town Hall, King William Street, Blackburn, BB1 7DY*

**Person:** At any ALLPAY outlet (Post Office/E-Pay/PayZone). You will need the original PCN with barcode.

**View your Penalty Charge Notice (PCN) online at [www.blackburn.gov.uk](http://www.blackburn.gov.uk)**