

CHARGE CERTIFICATE



The Transport Act 2000 (the 'Act') The Bus Lane Contravention (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2005 (the 'Regulations')

Customer Services - Parking,
Customer Services Centre,
Town Hall
St Stephens Road
Bournemouth BH2 6EB
www.bournemouth.gov.uk/parking

«Offender_Title» «Offender_Initials»
«Offender_Surname»
«Offender_Address_1»
«Offender_Address_2»
«Offender_Address_3»
«Offender_Address_4»
«Offender_Town»
«Offender_Post_Code»

Issue date of this Notice and date of Posting	«Date_of_posting»
Penalty Charge Notice Number	«ECN_Ticket_Number»
Vehicle Registration Number	«ECN_Registration_Number»

DO NOT IGNORE THIS NOTICE.
You are legally responsible for dealing with this notice. Do NOT pass it to the driver.

This Certificate has been issued to you in accordance with Section 32 of the Regulations. The details set out below were contained in the Penalty Charge Notice previously sent to you. You are now required to pay the increased penalty charge as is explained below.

On the «PCN_Contravention_Date» a Penalty Charge Notice/Notice to Owner was served on you as the person appearing to be the owner or hirer of;

Vehicle Registration Number: «ECN_Registration_Number» **Make:** «ECN_Vehicle_Make»

Contravention Details:

Date of Contravention:«PCN_Contravention_Date» **Time of Contravention:**
«PCN_Contravention_Time»

Location of Contravention: «ECN_Street_or_Carpark_Name» **Contravention:**
«ECN_Offence_Long_Description»

Contravention Code: «ECN_Offence_Code»

The Penalty Charge Notice has not been paid in full. The Penalty Charge was £«ECN_Amount_of_Full_Fine». The Penalty Charge has now increased by 50% to £«ECN_Amount_Outstanding». To date you have paid £«ECN_Amount_Paid_to_date».

Payment of £«ECN_Amount_Outstanding» is Now Due.

A Penalty Charge Notice/Notice to Owner was sent to you, which gave you 28 days to pay the penalty charge or to make representations.

We are now sending you this Charge Certificate either because you have not made payment of the Penalty Charge, you did not make any representations opposing the Notice, your representations opposing the Notice were rejected or you have appealed against our decision and the adjudicator rejected your appeal and the charge remains unpaid.

PLEASE NOTE: If you fail to pay the full outstanding amount before the end of the period of 14 days beginning with the date of service of this Charge Certificate then action will be taken by Bournemouth Borough Council to register the debt at the County Court.

A warrant may be then issued to a debt recovery company which may include asking bailiffs to recover payment from you. **WE STRONGLY ADVISE YOU TO DEAL WITH THIS MATTER NOW AS ONCE WE HAVE INSTRUCTED A DEBT RECOVERY COMPANY THIS WILL INCUR ADDITIONAL COSTS FOR WHICH YOU WILL BE LIABLE.**

PAYMENT SLIP please return with all payments sent by post. For payment options see how to make payment «ECN_Ticket_Number», «ECN_Registration_Number», Code «ECN_Offence_Code»

Name _____

Address _____

Postcode _____

How to make Payment:

How to pay: (payment should only be made if the notice is not disputed)



0845 658 2400 (calls charged at local rate)



at www.bournemouth.gov.uk/parking



by using the payment slip and sending it to Bournemouth Borough Council, Customer Services/Parking, Customer Services Centre, Town Hall, St Stephens Road, Bournemouth, BH2 6EB. DO NOT send cash through the post. Please make cheques and postal orders payable to 'Bournemouth Borough Council' and write the Penalty Charge Notice number on the back. DO NOT send post-dated cheques as these will not be accepted. Allow 2 working days for 1st class post.



by cash/cheque/credit or debit card at Customer Services/Parking, Customer Services Centre, Town Hall, St Stephens Road, Bournemouth, BH2 6EB, during office hours: Monday to Thursday 09:00 - 16:30 and Friday 09:00 - 16:00. If paying in cash Parking Services will accept £1 coin as minimum and a maximum of £35 in £1 coins towards payment of your Penalty Charge Notice. (N.B. if you pay by cash it is very important to get a receipt, in case there is any later query about your payment).

The Rules Relating to the Service:

This Charge 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.

The Bus Lane Contravention (Penalty Charges Adjudication and Enforcement) (England) Regulations 2005, Part 1, Regulation 2(5):

References to the service of a document including service by post and, in determining for the purpose of these Regulations the date on which the notice or other document is served by post, it shall be presumed that the service of a notice sent by first class post was effected on the person to whom it was address on the second working day after the day on which it was posted.

Data Protection Statement:

Bournemouth Borough Council will use any data collected through the issuing of this PCN/Notice to Owner and associated statutory requirements for the enforcement of traffic contraventions and other associated purposes. This data may be disclosed to other enforcement agencies. All processing of this data will be in accordance with the Data Protection Act 1998. The Council will hold the information that you provide in both computerised and manual record systems. You are able to see a copy of the information held. For further information on the Data Protection Act you could visit www.bournemouth.gov.uk.