

# CHARGE CERTIFICATE

The Traffic Management Act 2004, S82; Civil Enforcement of Parking Contravention (England) General Regulation 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007.



Customer Services - Parking,  
Customer Services Centre,  
Town Hall  
St Stephens Road  
Bournemouth BH2 6EB  
[www.bournemouth.gov.uk/parking](http://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_County»
«Offender_Post_Code»

Date of this Notice and Date of Posting	«Date_of_posting»
Penalty Charge Notice Number	«ECN_Ticket_Number»
Vehicle Registration Number	«ECN_Registration_Number»
Vehicle Make	«ECN_Vehicle_Make»
Colour	«ECN_Vehicle_Colour»
Tax Disc Number	«ECN_Tax_Disc_Number»
Expiry Date	«ECN_Tax_Disc_Expiry_Date»
Date of Contravention	«PCN_Contravention_Date»
Date of Service of the Penalty Charge Notice	«ECN_Issue_Date»
Date of Notice to Owner and Date of Posting	«TMA_ECN_Date_Last_NTO_Sent»

**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.

Location of Contravention: «ECN\_Street\_or\_Carpark\_Name»      Contravention Code: «ECN\_Offence\_Code»  
Contravention: «ECN\_Offence\_Long\_Description»

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

I refer you to the Service of the Penalty Charge Notice. A Notice to Owner was served on you as the person appearing to be the owner of the vehicle «ECN\_Registration\_Number» on «TMA\_ECN\_Date\_Last\_NTO\_Sent». The Notice to Owner gave you 28 days to pay the Penalty Charge Notice or make representation.

We are now sending you this Charge Certificate because either you did not respond to the Notice to Owner or you wrote to the Council but we did not accept your reasons for not having to pay the Penalty Charge Notice and you did not then appeal to the adjudicator or you appealed to the adjudicator but your appeal was rejected and the charge has not been paid.

The Penalty Charge Notice has not been paid.		<b>NOTE:</b> Full payment was not made by the specified date and the Penalty Charge Notice has increased by 50%.
The Penalty Charge Notice is	£«ECN_Amount_of_Full_Fine»	
Charge Certificate 50% increase	£«ECN_Amount_of_First_Discount»	
To date you have paid	£«ECN_Amount_Paid_to_date»	
<b>Balance outstanding</b>	<b>£«ECN_Amount_Outstanding»</b>	

**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 the bailiffs to recover payment.

**WE STRONGLY ADVISE YOU TO DEAL WITH THIS MATTER NOW AS BAILIFF ACTION WILL INCUR ADDITIONAL COSTS FOR WHICH YOU WILL BE LIABLE.**

## PAYMENT SLIP

**PAYMENTS AND ENQUIRIES: Telephone 01202 454721**

Penalty Charge Notice Number: «ECN\_Ticket\_Number»  
Issued in «ECN\_Street\_or\_Carpark\_Name»  
Contravention Code: «ECN\_Offence\_Code»

Vehicle Registration Number «ECN\_Registration\_Number»  
at «PCN\_Contravention\_Time» on «PCN\_Contravention\_Date»

Mr/Mrs/Ms/Miss \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

## The Rule Relating to Service

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.

The Civil Enforcement of Parking Contravention (England) General Regulation 2007: Regulation 3 '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 -
  - 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 Relevant Period

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
  - (iii) No appeal against the notice of rejection was made, which the date on 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, which the date on which notice of the adjudicator's decision was served on the appellant.
- e) 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.



Data Protection Statement. Bournemouth Borough Council will use any data collected through the issuing of this Charge Certificate 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 about you. For further information about this, please ask for a copy of the Council's data protection leaflet or visit the Council's website, [www.bournemouth.gov.uk](http://www.bournemouth.gov.uk).

## HOW TO PAY

Payment can be made in any of the following ways:

- By credit or debit card by calling our 24-hour payment line on 0845 658 2400 (calls charged at local rate) or by calling (01202) 454721 during office hours.
- By cheque or postal order to Customer Services/Parking, Customer Services Centre, Town Hall, St Stephens Road, Bournemouth, BH2 6EB. Please make cheques/postal orders payable to Bournemouth Borough Council. Please do not send cash through the 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.
- Alternatively you can pay via the Bournemouth Borough Council website at [www.bournemouth.gov.uk/parking](http://www.bournemouth.gov.uk/parking)