

BUS LANE PENALTY CHARGE NOTICE

The Transport Act 2000 (the 'Act'). The Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2005 (the 'Regulations'). The Bus Lanes (Approved Devices) (England) Order 2005 (the 'Order')



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

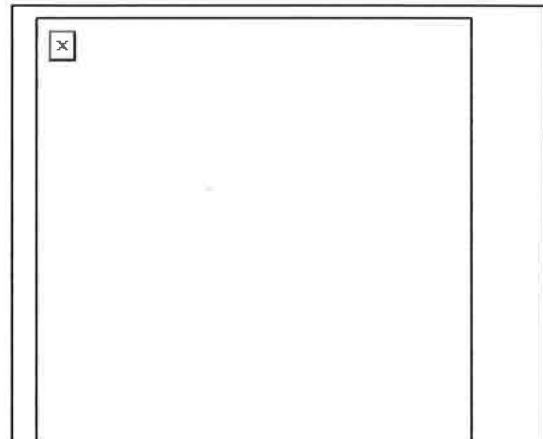
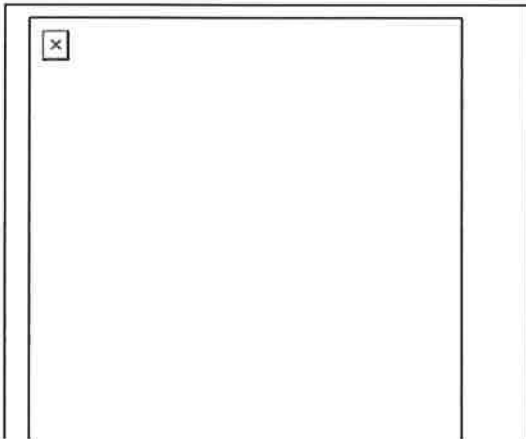
«Offender_Title» «Offender_Initials»
«Offender_Surname»
«Offender_Address_1»
«Offender_Address_2»
«Offender_Address_3»
«Offender_Town»
«Offender_Post_Code»

Date of Detection	«PCN_Contravention_Date»
PCN Number	«ECN_Ticket_Number»
PCN Date of Service	«Date_of_service»
Pin Number	«NTO_PIN_Number»
Date of this Notice and date of posting	«Date_of_posting»

On the «PCN_Contravention_Date» at «PCN_Contravention_Time» a vehicle with the registration mark «ECN_Registration_Number» was involved in the following alleged Bus Lane contraventions as defined by S2(1) the regulations.

Contravention: «ECN_Offence_Long_Description»
 Location: «ECN_Street_or_Carpark_Name»

The alleged contravention has been detected and recorded by an approved CCTV device in accordance with Section 2 of the Bus Lanes (Approved Devices) (England) Order 2005, (in this case a camera and recording system) and as the person believed to be the owner of the vehicle or person liable to pay the Penalty Charge involved in the contravention, we are serving upon you this notice by post.



The Penalty Charge of «ECN_Amount_of_Full_Fine» is now payable and must be paid not 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.

The Penalty Charge will be reduced by a discount of 50% to !Syntax Error, « if it is paid not later than the last day of the period of 14 days beginning on the date on which this Notice is served.

You may make representations to Bournemouth Borough Council as to why this Penalty Charge should not be paid. These representations should be made not later than the last day of the period of 28 days beginning with the date on which this Notice is served and any representations which are made outside that period may be disregarded.

If you do not pay the Penalty Charge or make representations within 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 of the increased charge.

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 of the Notice:

This PCN/Notice to Owner 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 addressed 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.

«ECN_Ticket_Number»

How to make Representations:

You can make representations on any of the grounds listed below. Please indicate on which grounds you wish to make representations and give details supporting your representations in the space provided. The Council will also consider any mitigation you may cite in support of your representations. The representations must be made in writing and can be submitted by:



Bournemouth Borough Council, Customer Services/Parking, Customer Services Centre, Town Hall, St Stephens Road, Bournemouth, BH2 6EB.



parkingshop@bournemouth.gov.uk



www.bournemouth.gov.uk/parking. You will be asked to enter your Pin Number.

If you are unable to use these methods or have another enquiry, please telephone 01202 454721 during office hours.

Representations should be made not later than the last day of the period of 28 days beginning with the date on which this Notice is served and any representations which are made outside that period may be disregarded.

If your representations are received in time or are received late but are taken into account, Bournemouth Borough 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 and any sums already paid will be refunded.

After we have considered your representations we will write to you with our decision. If we accept your representations we will cancel the Penalty Charge and if we do we will confirm this to you in writing. If we do not accept them you will have a further 28 days to either pay the Penalty Charge or appeal against our decision to the independent Bus Lane Adjudicator in accordance with Part 5 of the Regulations. If this happens, the Council will send an appeal form with the letter rejecting your representations. The form will explain how and when to appeal to the Adjudicator.

Grounds for Representation:

Should you wish to make representation against service of the penalty charge notice, indicate below by ticking the appropriate box(es) why you believe you are not liable and give all relevant details in the box overleaf.

- The alleged contravention did not occur:** If you believe the contravention did not happen. (Please also explain why you believe no contravention took place.)
- The circumstances leading to the issue of the PCN are subject to criminal proceedings:** You should use these grounds if the matter has been dealt with by the police or a Fixed Penalty Notice has been issued. Remember to include any supporting documentation with your representation.
- I was not the owner of the vehicle at the time of the contravention:** If you have never owned the vehicle, sold the vehicle before the date of the contravention, or bought it after that date, you must tell us the name and address of the person who bought it from you, or sold it to you, together with the date of exchange. The box overleaf gives you a space to write this information. You should also supply whatever evidence of the sale you may have (such as a sales receipt etc.).
- I was not the hirer of the vehicle at the time of the contravention:** If you have been elected by a car hire company as the hirer at the time of the contravention but you dispute this, you should use these grounds and supply any documentary evidence you have in your possession to support your assertion.
- I was the registered keeper of the vehicle on the date of the contravention, however:**
- i. **We are a hire company and the hirer had signed a statement accepting liability:** Please supply a copy of the signed hire agreement.

Continue overleaf

How to make Representations continued:

- ii. **The vehicle was being kept by a vehicle trader:** If you were not the keeper at the time of the contravention as the vehicle was being kept by a vehicle trader or if you are a vehicle trader but not the vehicle trader keeping the vehicle you should complete the box below and enclose a copy of any documentary evidence you may have.
- iii. **The vehicle was being used without my consent:** If the vehicle had been stolen please provide details of the police crime reference or insurance claim.

The Penalty Charge exceeded the amount applicable in the circumstances of the case: Quote this below if you think you are being asked to pay more than you should legally pay.

Ownership details

I was not the owner/keeper of the vehicle when the PCN was issued because

- I had sold the vehicle before the contravention
- I bought the vehicle after the date from
- We are a vehicle hire firm and have supplied the name of the hirer and enclose copies of the hire agreement/hirers liability

Date of Purchase/Sale

Name of Buyer/Seller/Hirer:

Address:

Postcode

(Please provide documentary evidence if you able to)

I confirm that my representations are true to the best of my knowledge. I realise that 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 BLOCK CAPITALS) and position in company (if relevant)

Camera Recording:

If you would like to view the record of the contravention to which this notice refers, then you may:

- 1.View the recording and/or images of the contravention produced by the approved device on the Council's website at www.bournemouth.gov.uk/parking and by entering details contained within this notice.
- 2.Request to review the recording and still images showing the contravention at Customer Services during normal office hours. This request should be made in writing and a date and time will be provided for you and any representative (if any) to view the footage and images.
- 3.Request that we provide or send you (free of charge) CCTV images as satisfy us that the contravention occurred. We will respond to your enquiry within 10 days and your case will be placed on hold until the images have been sent to your address or the recording has been viewed, as appropriate.