

# CHARGE CERTIFICATE

The Borough Council of King's Lynn and West Norfolk



The enforcement authority (hereafter "Council") is the North Norfolk District Council in respect of a parking contravention in an off-street car park within the area of the North Norfolk District Council and in all other cases is the Borough Council of King's Lynn and West Norfolk

**Parking Operations**  
PO Box 1149, King's Lynn  
Norfolk PE30 9AH

<https://parking.west-norfolk.gov.uk>  
[parking@west-norfolk.gov.uk](mailto:parking@west-norfolk.gov.uk)

The Traffic Management Act 2004  
The Civil Enforcement of Parking Contraventions (England) General Regulations 2007  
The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007  
The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007

To:  
&ATITL &AINIT &ANAME  
&AADD1  
&AADD2  
&AADD3  
&AADD4  
&APCOD

Vehicle Registration No.	&REGNO
Penalty Charge Notice No.	&SERNO
Penalty Charge Notice Date.	&DOFFC
Date of this Charge Certificate and date of posting: &PSTDT	

**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 explained below.**

Time of contravention: &TOFFC

Location of contravention:

&PLOCN

Vehicle Make: &MAKER Colour: &COLOR

Tax Disc: &LICNO Expiry: &LEXPD

Parking Contravention: &OFFC1 &OFF11 &OFF12 &OFF13

Pay & display details (if relevant)

Ticket No: &CTKNO Expiry time: &CTEXT

On &DOFFC a Notice to Owner/Penalty Charge Notice was served on you as the person appearing to be the owner of the above vehicle and in respect of the parking contravention above.

The penalty charge in respect of this parking contravention was [£&CFINE]. To date [£&CPAID] has been received. [£&CBAL2] is outstanding.

As the penalty charge has not been paid within the relevant period the penalty charge in question is now increased by 50% to [£&CFTOT]

**PLEASE NOTE:** If this increased penalty charge is not paid before the end of the period of 14 days beginning with the date on which this certificate is served, the Council may, if a county court so orders, recover this increased charge as if it were payable under a county court order. Registering this increased penalty charge as a debt with the county court will incur a further charge of [£8.00].

This Certificate will be taken to have been served on the second working day after the day of posting. For more information on this, please turn to the reverse page of this Certificate.

For Post Office/Pay Point use only.

**\* &SERNO \***

&POBCD

## HOW TO PAY



**Online:** please go to <https://parking.west-norfolk.gov.uk> and follow the links from online payments



**By post:** By sending this form to: Parking Operations, PO Box 1149, King's Lynn, PE30 9AH. Cheques and Postal Orders should be made payable to BCKLWN, and be crossed "A/C payee only" and include the PCN number and your address on the reverse. Please note that we cannot accept post-dated cheques and that cash should not be sent through the post. Please allow 2 working days for 1<sup>st</sup> class post and 5 working days for 2<sup>nd</sup> class. A receipt will be provided if a stamped addressed envelope is enclosed with your payment.



**In person:** Take this form to any Post Office/Pay Point outlet. Please ensure the correct amount is paid as you will be liable for any outstanding amount should you underpay.

**DATA PROTECTION STATEMENT:** The Council will use any data collected through the issuing of this penalty charge notice for the enforcement of traffic contraventions and other associated purposes. This data may also be distributed to other councils and enforcement agencies. All processing of this data will be in accordance with the Data Protection Act 1998.

## THE RELEVANT PERIOD

- (1) 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 Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007("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 Council concerned; and
    - (iii) no appeal against the Notice of Rejection was made,with 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 Council to cancel the Notice to Owner, with the date on which the Council notifies 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, with the date on which notice of the adjudicator's decision is served on the appellant.
- (2) Where an appeal against a Notice of Rejection was made but is withdrawn before the adjudicator serves 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 is withdrawn.

## THE RULES RELATING TO SERVICE Note C

The Civil Enforcement of Parking Contraventions (England) General Regulations 2007: Regulation 3 states:

### **“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 corporate body, 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”