

Charge Certificate

The traffic Management Act 2004, Part 6; Civil Enforcement of Parking Contraventions (England) General Regulations 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007.



Cambridgeshire
County Council

To: «Offender_Address_Name»
«Offender_Address_1»
«Offender_Address_2»
«Offender_Address_3»
«Offender_Address_4»
«Offender_Town»
«Offender_County»
«Offender_Post_Code»

Date of this Charge Certificate
and date of Posting: «PCN_Corresp_Date»

Where the Penalty Charge Notice (PCN) was served with a prefix of YA, the Enforcement Authority is Cambridgeshire County Council. In the case where the prefix is YB, the Enforcement Authority is Cambridge City Council, with Cambridgeshire County Council acting as it's agent.

PLEASE NOTE : This Certificate has been served on 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.

On «PCN_NTO_Date» a Notice to Owner was served on you as the person appearing to be the owner of/ the hirer of:

Vehicle Registration Number: «PCN_Registration_Number»

Make: «PCN_Vehicle_Make»

Colour: «PCN_Vehicle_Colour»

In respect of the following Contravention: «PCN_Offence_Code» - «PCN_Offence_Long_Description»

Date of Contravention: «PCN_Issue_Date»

Time: «PCN_Issue_Time»

Location: «PCN_Street_or_Carpark_Name»

Penalty Charge Notice (PCN) No: «PCN_Ticket_Number»

The penalty charge in respect of this parking contravention was £«PCN_Amount_of_Full_Fine». To date £«PCN_Amount_Paid_to_date» has been received, £«PCN_Amount_Outstanding» is outstanding.

As the penalty charge has not been paid within the relevant period this penalty charge is now increased by (50%) to £«PCN_Amount_Outstanding».

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 enforcement authority may, if a county court so orders, recover this increased charge as if it were payable under a county court order.

For payment options see over leaf.

You must complete this slip in block capitals and return it with your payment to the address below

Parking Enforcement Services
PO Box 121,
Cambridge, CB1 2WW

Penalty Charge Notice: «PCN_Ticket_Number»

Vehicle Registration No: «PCN_Registration_Number»

Date of the Notice: / /

Name: _____

Address: _____

Post Code: _____ Tel: _____

Cheques or Postal Orders should be made payable to: **Cambridgeshire County Council.**

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 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, with the date on which the Notice of Rejection is served;
 - (c) Where an adjudicator has, under regulation 7 (4) of the Representation 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, with the date on which notice of the adjudicator's decision was served on the appellant.
- 2 – Where an appeal against a notice of rejection was made but was withdrawn before the adjudicator served notice of their 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.

THE RULE RELATING TO SERVICE

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 PCN 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 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 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 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 specific 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 court.

How to Pay:

- **Online:** by Debit or Credit card at www.cambridgeshire.gov.uk/parkingticket. Please ensure you have your card, vehicle details and PCN number ready.
- **By Telephone:** using Debit and Credit Card, payment can be made anytime on 0845 452 2350 using touchtone facilities, or Monday to Thursday 9am to 5pm, Friday 9am to 4.30pm (excluding public holidays) on 01223 727900. Please ensure you have your card, vehicle details and PCN number ready.
- **By Post:** using the payment slip overleaf to Parking Enforcement Services. PO Box 121, Cambridge. CB1 2WW. Cheques or postal orders should be made payable to Cambridgeshire County Council and include the Notice number and your address on the reverse. Allowing 2 working days for 1st class and 5 for 2nd class. Do NOT send cash. Post-dated cheques will not be accepted.