

# Penalty Charge Notice (NtO)

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\_Country»

Date of this Notice to  
Owner 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 its agent.

Vehicle Registration Number: «PCN\_Registration\_Number» Make: «PCN\_Vehicle\_Make» Colour: «PCN\_Vehicle\_Colour»  
In respect of which Penalty Charge Notice (PCN) number: «PCN\_Ticket\_Number» was served on: «PCN\_Issue\_Da»  
By Civil Enforcement Officer (CEO): «CEO\_Number»  
who had reason to believe that the following contravention «PCN\_Offence\_Code» - «PCN\_Offence\_Long\_Description»  
occurred and that a penalty charge was payable.  
Location: «PCN\_Street\_or\_Carpark\_Name»  
Date of Contravention: «PCN\_Issue\_Date» Time: «PCN\_Issue\_Time»

**The Penalty charge is £«PCN\_Amount\_of\_Full\_Fine». To date £«PCN\_Amount\_Paid\_to\_date» has been received, £«PCN\_Amount\_Outstanding» is outstanding.**

**Note:** the person appearing to be in charge of the vehicle was served with a Penalty Charge Notice (PCN) which allows 14 days for payment of a 50% discounted penalty charge: otherwise the full penalty charge became due. Either no payment has been received or any payment received has been insufficient to clear the penalty charge.

A penalty charge of £«PCN\_Amount\_Outstanding» is now payable by you as the owner/hirer 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.

You may make representations to the Parking Enforcement Authority as to why this penalty charge should not be paid. These representations should be made no 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 decide to make representations about this PCN, you must return all these documents along with any further information you wish to be considered.

Note: If you do not pay the penalty charge or make representations before the end of the 28 day period specified above the Enforcement Authority may increase the original penalty charge by 50% to £«PCN\_Init\_Debt\_50» and take steps to enforce payment. 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.**

## How to Pay:

Payment should only be made if the Notice is not disputed.

- **Online:** by Debit or Credit card at [www.cambridgeshire.gov.uk/parkingticket](http://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 and bank 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 1<sup>st</sup> class and 5 for 2<sup>nd</sup> class. Do NOT send cash. Post-dated cheques will not be accepted.

## Notice of Completion:

1. The driver was allowed 14 days to pay a 50% discounted sum. Any sum already paid, as shown overleaf, was insufficient to clear the charge in full.
2. As the registered owner/keeper of the vehicle (or the person who was hiring the vehicle) at the time the PCN was served, you are legally liable for the penalty charge even if you were not the driver at the time.
3. It is now too late to pay the 50% discounted rate, you therefore have two options, **Pay or Dispute**.
4. **a). Pay** – Pay the (balance of) penalty charge in full using one of the above methods. Or,  
**b). Dispute** – Make Representations to the Parking Enforcement Service.

There are set grounds on which you may make representations. If you think that one or more of the listed grounds applies to your case, complete the form and return it with this entire document to the Parking Enforcement Services. A letter will be sent to you if your representations are unsuccessful and it will explain how you can appeal to an independent Adjudicator.

## How to make Representations

If you believe that the penalty charge should not be paid you may make representations to the Parking Enforcement Service. Representations must be in writing and you may use this form. The representations may be made by:

- **Online at:** [www.cambridgeshire.gov.uk/parkingticket](http://www.cambridgeshire.gov.uk/parkingticket) and 'Challenge your parking ticket', have your vehicle details and PCN number to hand.
- **Post to:** Parking Enforcement Services, PO Box 121, Cambridge, CB1 2WW. Fill in the details on page 3 of this Notice to Owner and ensure that you have signed the form. Please quote the PCN number, the vehicle registration and your address in all correspondence.
- **Fax to:** 01223 727901.

If you are unable to use any of these methods or have any other enquiries, please telephone 01223 727900 Monday to Thursday 9am to 5pm, Friday 9am to 4.30pm (excluding public and bank holidays).

Representations which are made after the end of the 28 day period specified on the first page of this Notice may be disregarded. This Notice 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. For further information on this, please turn to the last page of this Notice. If you submit your representation late, you should explain why.

The statutory grounds on which representations may be made are set out below together with an indication of the information which you should supply in support of your representation. It is important to provide all relevant information. Tick the relevant boxes and write your reasons in the box on the following page. This Notice will be cancelled if one or more of the specified grounds are accepted. This Notice may be cancelled for other compelling reasons even if none of the specified grounds apply. If the Notice is cancelled any sums already paid will be refunded.

If your representations are received in time or are received late but are taken into account, the Parking Enforcement Services will let you know their 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. If your representations are rejected, you have the right to appeal against that decision to an independent Adjudicator. An appeal form will be sent with the letter rejecting your representations. The form will explain how and when to appeal to the Adjudicator.

The Parking Enforcement policy about late representations and/or representations not covered by the statutory grounds can be found on [www.cambridgeshire.gov.uk/parkingticket](http://www.cambridgeshire.gov.uk/parkingticket). Further information about Civil Parking Enforcement (including PCNs and NTOs) is available online at [www.patrol-uk.info](http://www.patrol-uk.info).

### THE SPECIFIED GROUNDS

The grounds referred to in the Traffic Management Act are:

- The alleged contravention did not occur.** (Please explain why you believe no contravention took place and provide any relevant supporting evidence)
- The penalty charge exceeded the amount applicable in the circumstances of the case.** (Tick this box if you think you are being asked to pay more than is required by law and explain why).
- There has been a procedural impropriety by the enforcement authority.** (tick this box if you believe that the Parking Enforcement Services has failed to comply with any requirement imposed by the Traffic Management Act 2004, by the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulation 2007 or by the Civil Enforcement of Parking Contraventions (England) General Regulations 2007 Regulations. Please set out the statutory requirements, time limit or other procedural step with which you believe that the Enforcement Authority has failed to comply.
- The Order which is alleged to have been contravened in relation to the vehicle concerned is invalid.** (Please explain why you believe that the Order in question is invalid. Please note this ground will not apply in respect of a provision in an Order to which Part VI of schedule 9 to the Road Traffic Regulation Act 1984 applies).
- I was never the owner of the vehicle in question, or**
- I had ceased to be its owner before the date on which the alleged contravention occurred, or**
- I became its owner after the date on which the alleged contravention occurred.** (if you bought or sold the vehicle, you must give the new or former owner's name and address if you have it. Please also provide the date of the transaction and any other details and include copies of any documents such as an invoice or bill of sale).
- The vehicle had been permitted to remain at rest in the place in question by a person who was in control of the vehicle without the consent of the owner.** (Tick this box if your vehicle was stolen or taken without your consent. Please provide any supporting information that you may have e.g any crime reference or insurance claim reference)
- We are a vehicle-hire firm and the vehicle was on hire under a hiring agreement and the hirer had signed a statement acknowledging liability for any PCN served during the hire period.** (The hire agreement must be one which contains certain prescribed particulars. You must supply the name and address of the hirer. Please also supply a copy of the signed agreement).
- This Notice should not have been served because the penalty charge had already been paid:** (1) in Full, or (2) at the discounted rate set in accordance with Schedule 9 to the Traffic Management Act 2004 and within the time specified in paragraph 1 (h) of the Schedule to the Civil Enforcement of Parking Contravention (England) General Regulation 2007. Please indicate the amount of the payment made and when/ how the payment was made and include a copy of any supporting documentary information such as a receipt or bank statement)

### OTHER GROUNDS

- If there are any other reasons not listed above why you considered the Parking Enforcement Service should cancel this Notice, please tick this box and set out those reasons in full in the box provided on the following page.**

Write your representation here (attach any extra sheets if necessary)

**Note:** (Please complete this form and return it with this entire document to the Parking Enforcement Service).

**Name and Address of Buyer / Seller / Hirer / Trader (where relevant)**

Name:

Date of Purchase/Sale: / /

Address:

Post Code:

**Declaration**

I confirm that my representations are true to the best of my knowledge. I realise that knowingly or recklessly 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 capitals):

Position in Company (If relevant):

**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 corporation, 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.