

# Order for recovery of unpaid penalty charge (Parking)



To the respondent: «Offender\_Address\_Name»  
«Offender\_Address\_1»  
«Offender\_Address\_2»  
«Offender\_Address\_3»  
«Offender\_Address\_4»  
«Offender\_Town»  
«Offender\_County»  
«Offender Post Code»

Penalty Charge No:	«PCN_Ticket_Number»
Vehicle Registration No:	«PCN_Registration_Number»
Applicant:	Cambridge County Council
Location of Contravention:	«PCN_Street_or_Carpark_Name»
Date of Contravention:	«PCN_Issue_Date»
Amount of charge	£«PCN_Amount_OS_Less_TEC»
Court registration fee:	£«PCN_Amount_TEC_Fee»
<b>Total amount to pay</b>	<b>£«PCN_Amount_Outstanding»</b>

An order to recover a penalty charge has been made against you at the Traffic Enforcement Centre at Northampton County Court.

«PCN Date to P  
- . . -

This is the date by which you **must** either; pay the total amount shown above or file a statement if you believe you have grounds for not paying the charge.

**Note:** if you have a query regarding the original penalty charge, you should contact the Local Authority that served the Penalty Charge.

### PAYING THE TOTAL AMOUNT:

All payments and enquiries must be directed to this address:

**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:** 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 working days for 2<sup>nd</sup> class. Do NOT send cash. Post-dated cheques will not be accepted.

If you need any help or further information regarding payment you can call this number: 01223 727900.

### FILING A STATEMENT:

**Note:** there are only four limited grounds on which you can make a statement (see form TE9 for details). Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in any documents verified by a statement of truth without an honest belief in its truth.

If you want to file a Witness statement – unpaid penalty charge (parking form TE9), you can do so by email or by post:

- **By email** – [tec@hmcts.gsi.gov.uk](mailto:tec@hmcts.gsi.gov.uk) or download form TE9 from [www.hmcourts-service.gov.uk/cms/tec.htm](http://www.hmcourts-service.gov.uk/cms/tec.htm).
- **By Post** – by completing the enclosed form (TE9) and send it to the Traffic Enforcement Centre at address below.

If you need any help or further information on completing the form then visit [www.hmcourts-service.gov.uk/cms/tec.htm](http://www.hmcourts-service.gov.uk/cms/tec.htm).

### **If you do nothing your possessions may be removed and sold to pay this charge.**

If you need more time to file a statement, you may apply using form TE7. For details on how to make an application or to discuss further, please contact the Traffic Enforcement Centre on 0300 123 1059/01604 619450

An order to recover a penalty charge has been made against you at the Traffic Enforcement Centre at Northampton County Court.

**You must by the date shown (overleaf) either;**

- Pay the total amount due to the local authority detailed
- File a Witness Statement on the enclosed form TE9 and send it to the Traffic Enforcement Centre at the address given below.

#### **Making a Witness Statement;**

You may make a Witness Statement under one of the following grounds, which apply to you.

- You paid the Penalty Charge Notice in full. You must provide details of the date payment was made, the method of payment i.e. cash, cheque etc. and who the payment was made to. **Please note you may be asked to provide proof of payment upon request.**
- You did not receive the Notice to Owner/Penalty Charge Notice.
- You made representations about the penalty charge to the Local Authority within 28 days of the service of the Notice to Owner/Penalty Charge Notice and you did not receive a reply (Rejection Notice).
- You appealed against the Local Authority's decision to reject your representation within 28 days service of the Rejection Notice, but you had no response to you appeal.

**Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in an application verified by a statement of truth without an honest belief in its truth.**

If you need more time in which to file your Witness Statement you may apply using form TE7- Application to file a Statement Out of Time. This application is only to extend time for filing the Witness Statement; it is not why you are disputing the original penalty charge.

The application **MUST** be completed by the named 'Respondent'.

The application can only be completed and signed by a litigation friend if the respondent is a protected party (a party who lacks capacity within the meaning of the Mental Capacity Act 2005 to conduct legal proceedings).

**What is a litigation friend?**- A person who conducts legal proceedings on behalf of a person who lacks capacity within the meaning of the Mental Capacity Act 2005 (see Part 21 (Children and Protected Parties) of the Civil Procedure Rules).

For details on how to make an application or to discuss further, please contact the Traffic Enforcement Centre on 0300 123 1059.

If you do nothing, your possessions may be removed and sold to pay this charge.

Drawn on the authority of : The Traffic Enforcement Centre at Northampton County Court Bulk Centre, St Katharine's House, 21-27 St Katharine's Street, Northampton, NN1 2LH

Form TE9

# Witness Statement – unpaid penalty charge (Parking)



Cambridgeshire County Council

Please complete this form in black ink using BLOCK CAPITALS.

Traffic Enforcement Centre  
Northampton County Court Bulk Centre  
St. Katharine's House  
21-27 St. Katharine's Street  
Northampton  
NN1 2LH

Penalty Charge No:	«PCN_Ticket_Number»
Vehicle Registration No:	«PCN_Registration_Number»
Applicant:	Cambridgeshire County Council
Location of Contravention:	«PCN_Street_or_Carpark_Name»
Date of Contravention:	«PCN_Issue_Date»

You must ensure that all details above are correctly entered from the form TE3 – Order for Recovery of unpaid penalty charge (Parking).

**Title:** Mr  Mrs  Miss  Ms  Other

**Full name (Respondent):**

**Address:**

Post Code:

Company name (if Vehicle owned and registered by a company):

The above named witness declares that: Tick all boxes that apply to you.

- |   |  |
|---|--|
| <input type="checkbox"/> I did not receive the Notice to Owner (Parking contravention).   | <input type="checkbox"/> I appealed against the Enforcement Authority's decision to reject my representation within 28 days of service of the Rejection Notice, but have had no response to my appeal. |
| <input type="checkbox"/> I made representation about the penalty charge to the Enforcement Authority concerned within 28 days of services of the Notice to Owner, but did not receive a Rejection Notice. | <input type="checkbox"/> The penalty charge has been paid in full;<br><b>Date it was paid:</b><br><b>How was it paid :</b> Cash/Cheque/Debit Card/Credit Card<br><b>To whom was it paid:</b>           |

Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in an application verified by a Statement of Truth without an honest belief in its truth.

## Statement of Truth

(I believe) (The witness believes) that the facts stated in this statement are true.

Signed:  Date:

(Witness) (Person Signing on behalf of Witness)

Print full name:

If you signing on behalf of the witness are you:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> An Officer of the company | <input type="checkbox"/> A Partner of the firm | <input type="checkbox"/> A Litigation friend acting on behalf of a protected party within the meaning of the Mental Capacity Act 2005 |
|--|--|---|