



## PENALTY CHARGE NOTICE (PCN)

Traffic Management Act 2004,s.78: Civil Enforcement of Parking Contraventions (England) General Regulations 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007.

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.

PCN Number: «PCN\_Ticket\_Number»

SERVED ON: «PCN\_Issue\_Date»

BY CIVIL ENFORCEMENT OFFICER (CEO):  
«PCN\_Attendant\_Number»

WHO HAD REASON TO BELIEVE THAT THE FOLLOWING  
CONTRAVENTION HAD OCCURRED AND THAT A PENALTY CHARGE IS  
NOW PAYABLE

«PCN\_Offence\_Long\_Description»:(Code «PCN\_Offence\_Code»)

DATE OF CONTRAVENTION: «PCN\_Issue\_Date»

TIME: «PCN\_Issue\_Time»

LOCATION: «PCN\_Street\_or\_Carpark\_Name»

VEHICLE REGISTRATION NO: «PCN\_Registration\_Number»

MAKE: «PCN\_Vehicle\_Make»

COLOUR: «PCN\_Vehicle\_Colour»

OBSERVED FROM: «PCN\_Observed\_First\_Time» TO:  
«PCN\_Issue\_Time»

A PENALTY CHARGE OF £«PCN\_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 PCN WAS SERVED. (I.E «PCN\_Issue\_Date\_27»)

THE PENALTY CHARGE WILL BE REDUCED BY A DISCOUNT OF 50%  
TO £«PCN\_Amount\_of\_First\_Discount» IF IT IS PAID NOT  
LATER THAN THE LAST DAY OF THE PERIOD OF 14 DAYS  
BEGINNING WITH THE DATE ON WHICH THIS PCN WAS SERVED.  
(I.E «PCN\_Issue\_Date\_13»)

### SEE REVERSE FOR: - HOW TO PAY / HOW TO MAKE REPRESENTATION AGAINST THIS PCN

When a Civil Enforcement Officer (CEO) believes a contravention has occurred then they may take photographs, which can usually be viewed online soon after the penalty charge notice is served by visiting [www.cambridgeshire.gov.uk/parkingticket](http://www.cambridgeshire.gov.uk/parkingticket), where you may either pay or challenge your penalty charge notice.

Detach Here

Detach Here

### PAYMENT SLIP

PCN No: «PCN\_Ticket\_Number»

SERVED ON: «PCN\_Issue\_Date» At «PCN\_Issue\_Time»

VEHICLE REG: «PCN\_Registration\_Number»

CONTRAVENTION: «PCN\_Offence\_Long\_Description»

CONTRAVENTION CODE: «PCN\_Offence\_Code»

### HOW TO PAY

**ONLINE:** by Debit or Credit Card at [www.cambridgeshire.gov.uk/parkingticket](http://www.cambridgeshire.gov.uk/parkingticket)  
Please have the vehicle details and PCN number ready.

**BY TELEPHONE:** Using Debit or Credit card, payments can be made anytime on 0845 452 2350 using touchtone facilities The parking enforcement services team can also be contacted on 01223 727900 during the hours of 9am to 5pm Monday to Thursday, Friday 9am to 4.30pm (excluding Public holidays).

**BY POST:** Cheques or postal orders must be made payable in £ Sterling to **Cambridgeshire County Council** and should be posted, along with the completed payment slip to:- Parking Enforcement Services, PO Box 121, Cambridge, CB1 2WW. Please include the PCN number, your address/contact details on the reverse and **DO NOT SEND CASH**

### If you believe that the penalty should not be paid and wish to make representations against this PCN

Internet [www.cambridgeshire.gov.uk/parkingticket](http://www.cambridgeshire.gov.uk/parkingticket) and 'Challenge the PCN'  
or

Write to Parking Enforcement Services, PO Box 121, Cambridge, CB1 2WW.

Please quote the PCN number, the vehicle registration and your address in all correspondence.

Data Protection Act (1998). We will respond/leave a message using the telephone number/email address you provide, unless you state otherwise. The Parking Enforcement Services Team will consider all representations received before a Notice to Owner (see below) is served; details of the Enforcement Authority's policy and approach to representations can be found at [www.cambridgeshire.gov.uk/parkingticket](http://www.cambridgeshire.gov.uk/parkingticket). If you make representations against this PCN by not later than the last day of a 14 day period commencing with the date on which this PCN was served (see front of PCN for date) and your representations are rejected, the Parking Enforcement Services Team will generally extend the period within which the reduced payment may be paid.

### If the Penalty Charge is not paid or if representations are made unsuccessfully

If no successful representation is made against the penalty charge or if it is not paid on or before the end of the 28 day period as specified on the front of this notice, the Enforcement Authority may serve a Notice to Owner (NtO) on the person who appears to them to be the owner of the vehicle requiring payment of the penalty charge. The owner can then make representations to the Enforcement Authority and may appeal to an independent adjudicator if those representations are rejected. If a NtO is served notwithstanding those initial representations against the PCN, further representations against the PCN must be made in the form and manner and at the time specified in the NtO.

Further information about Civil Parking Enforcement (including PCNs and NtOs) is available online at [www.patrol-uk.info](http://www.patrol-uk.info) or in a leaflet available from the Enforcement Authority.

### PAYMENT SLIP

Please complete details below before returning this slip with your payment.

Name: .....

Address: .....

Postcode: .....

Tel No: .....

Email: .....

If you would like a receipt, please enclose a stamped, addressed envelope.

I certify this is an accurate reproduction of the original Penalty Charge Notice.

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Authorised by Local Authority