



Basildon Council  
BASILDON • BILLERICAY • WICKFORD



BRENTWOOD  
BOROUGH COUNCIL



MALDON  
DISTRICT  
COUNCIL



Rochford  
District Council

«Corresp_Title»	«Corresp_ForeName»	«Corresp_Surname»	<b>South Essex Parking Partnership</b>
«Corresp_Business_Name»			Chelmsford City Council
«Corresp_Address_Line_1»			Civic Centre
«Corresp_Address_Line_2»			Duke Street
«Corresp_Address_Line_3»			Chelmsford
«Corresp_Address_Line_4»			Essex, CM1 1JE
«Corresp_Town»			T: 01245 606710
«Corresp_County»			E: parking@chelmsford.gov.uk
«Corresp_Post_Code»			

**Confirmation of Review of Images from an “Approved Device”**

I, ....., Senior Civil Enforcement Officer (over 21 years of age), make this statement consisting of 1 (one) page. I am employed by Chelmsford City Council, lead authority for the South Essex Parking Partnership and I am a fully qualified CCTV operator.

I confirm that on ....., I reviewed CCTV images of alleged parking contraventions identified and captured by the mobile CCTV unit, operated by the South Essex Parking Partnership and duly certificated by the Secretary of State as an “Approved Device”.

During the review, I examined images of Vehicle Registration No.: .....

allegedly parked in contravention of a .....

in: .....

at: ..... hrs on: .....

Having satisfied myself that a contravention had occurred, the relevant images were transferred to 2 DVDs. The first was sealed and stored securely as a master copy and the second forwarded to Chipside Ltd, by Special Delivery, for processing. Both of these actions were fully in accordance with the CCTV procedural document forming part of the certificated submission to the Secretary of State.

The images were duly processed by Chipside and a Regulation 10 PCN/NtO was issued and

sent by 1<sup>st</sup> class post on: .....

to: .....

who was, according to DVLA, the registered keeper of the Vehicle on the date of the alleged contravention.

This Document was considered as served on ..... being the 2<sup>nd</sup> working day after the date of posting.

Signed: .....

Dated: .....