

**Order for recovery of unpaid penalty charge (Parking)**

To the respondent  «Corresp_Title» «Corresp_ForeName» «Corresp_Surname» «Corresp_Business_Name» «Corresp_Address_Line_1» «Corresp_Address_Line_2» «Corresp_Address_Line_3» «Corresp_Town» «Corresp_County» «Corresp_Post_Code»	Penalty Charge No.	«Notice_Number»
	Vehicle Registration No.	«Notice_VRM»
	Applicant	«Notice_Enforcement_Authority»
	Location of Contravention	«Notice_Issue_Location», «Notice_Area_Name»
	Date of Contravention	«Notice_Contravention_Date»
	Amount of charge	«Notice_Outstanding_Minus_TEC_FEE»
	Court registration fee	£«Notice_TEC_Fee»
	<b>Total amount to pay</b>	<b>«Notice_Outstanding_Account»</b>

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

**«Service\_Date\_Plus\_21»**

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 issued the penalty charge.

**Paying total amount**

Send a cheque or postal order to the below address, made payable to Chelmsford City Council and with the PCN number on the reverse:

South Essex Parking Partnership  
Chelmsford City Council  
Civic Centre  
Duke Street  
Chelmsford  
Essex, CM1 1JE

Alternatively, please call 0300 456 0489 (automated payments line, 24 hours a day, seven days a week) to make payment.

Credit/Debit card payments only (we do not accept American Express).

Make sure that you have the PCN number and the vehicle registration number ready.

If you need any help or further information regarding payment you can call this number: 01245 606710

**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 document 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 - download form TE9 from <https://www.gov.uk/government/publications/form-te9-witness-statement-unpaid-penalty-charge-parking> complete form and send it to [tec@justice.gov.uk](mailto:tec@justice.gov.uk)
- By post - by completing the enclosed form TE9 and sending it to the Traffic Enforcement Centre at the address below.

If you need any help or further information on completing the form then visit <https://www.gov.uk/government/publications/form-te9-witness-statement-unpaid-penalty-charge-parking>

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

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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

Drawn on the authority of: Traffic Enforcement Centre, County Court Business Centre,  
St Katherine's House, 21 – 27 St Katherine's Street, Northampton, NN1 2LH or  
www.gov.uk

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;

**OR**

- 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 the following grounds, which apply to you.

**Note:** If your penalty charge relates to a London Borough Parking Contravention you may make a witness statement under **ONE** of the following grounds

- 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 service of the notice to owner 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 your 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 County Court Business Centre,  
St Katharine's House, 21 – 27 St Katharine's street, Northampton, NN1 2LH

**Witness statement – unpaid penalty charge** (Parking)

Please complete this form in black ink using BLOCK CAPITALS

Traffic Enforcement Centre County Court Business Centre St. Katharine's House 21 – 27 St. Katharine' Street Northampton, NN1 2LH	Penalty Charge No.	«Notice_Number»
	Vehicle Registration No.	«Notice_VRM»
	Applicant	«Notice_Enforcement_Authority»
	Location of Contravention	«Notice_Issue_Location», «Notice_Area_Name»
	Date of Contravention	«Notice_Contravention_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

Postcode	

Company name (if vehicle owned and registered by a company)

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

**Note:** If your penalty charge relates to a London Borough Parking Contravention tick only ONE box

- |  |  |
|--|--|
| <input type="checkbox"/> I did not receive the Notice to Owner/<br>Penalty Charge Notice<br>(parking contravention).   | <input type="checkbox"/> I appealed against the local authority's<br>decision to reject my representation, within<br>28 days of service of the rejection notice, but<br>have had no response to my appeal. |
| <input type="checkbox"/> I made representations about the penalty<br>charge to the enforcing authority concerned<br>within 28 days of the service of the Notice to<br>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/Credit Card<br><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 application are true.

Signed		Date	
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Witness/Person signing on behalf of witness

Print full name	
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If you are 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
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## **Making a Witness Statement**

You may make a witness statement under the following grounds, which apply to you:

**Note:** If your penalty charge relates to a London Borough Parking Contravention you may make a witness statement under ONE of the following grounds

- 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 notice to the Local Authority within 28 days of service of the notice to owner but did not receive a reply (rejection notice).
- You appealed against the Local Authority's decision to reject your representation within 28 days, but you had no response to your appeal.

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

You must file the witness statement by the date shown on the Order for recovery.

Once completed send to the Traffic Enforcement Centre at

County Court Business Centre  
St Katharine's House,  
21 – 27 St Katharine's Street  
Northampton  
NN1 2LH

or [tec@justice.gov.uk](mailto:tec@justice.gov.uk)

