

How to Pay

Please quote your PCN Number for all transactions and enquiries.

SECURE ONLINE PAYMENTS - via our website
www.gloucestershire.apcoa.co.uk



BY PHONE

Credit / Debit card payments may be accepted by phoning the 24 hour touchtone line on **0345 319 9631**. Charged at local rate.

BY POST

Cheques / Postal orders payable to our agent: **APCOA Parking** with the PCN number written on the reverse. Return the payment slip with your payment to the address below. If a receipt is required a stamped addressed envelope must be enclosed. Do **NOT** send cash or make credit card payments by post. Allow 2 working days for 1st class post and 5 working days for 2nd class.

If you believe that the Penalty Charge Notice should not have been issued and wish to challenge this PCN

Write to: Gloucestershire Parking, PO Box 1010, Uxbridge, UB8 9NT.

E-mail: pcn.gloucestershire@apcoa.com

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

Details of the Council's policy and approach to challenges can be found at www.gloucestershire.gov.uk/parking - all cases will be considered on their individual circumstances. If you challenge this PCN within the 14 day discount period, the discount rate will remain frozen until the enforcement authority responds. If the challenge is not accepted the enforcement authority will decide whether to re-offer the 14 day discount period dependent on the circumstances of the individual case. Any charges that remain unpaid will be dealt with as follows.

If the Penalty Charge is not paid or challenged

If the Penalty Charge is not paid before the end of the 28 day period as specified on the front of this notice (and not successfully challenged as above), the enforcement authority may request Registered keeper details from the DVLA and may serve a Notice to Owner (NtO) to the owner of the vehicle requiring payment for the penalty charge. The person on whom an NtO is served will be entitled to make representations to the enforcement authority against the PCN and may appeal to an adjudicator if those representations are rejected. If challenges against the PCN are received at the specified address before the NtO is served they will be considered. However, once an NtO is served, any further representations must be made in the form and manner and at the time specified in the NtO. If these representations are accepted the NtO will be cancelled. If these representations are rejected a Notice of Rejection (NoR) will be issued and then there is a right of appeal to the independent Traffic Penalty Tribunal (TPT). Full details of how to do this will be issued by the enforcement authority in both the NtO and NoR or from the adjudicators website: www.trafficpenaltytribunal.gov.uk

Further information about Civil Parking Enforcement (including PCNs NtOs and NoRs) is available online at www.patrol-uk.info or on the Council's website www.gloucestershire.gov.uk/parking
APCOA Parking (UK) Limited 02572947 registered office Wellington House 4-10 Cowley Road Uxbridge UB8 2XW