

# CHARGE CERTIFICATE



The Traffic Management Act 2004, s82; Civil Enforcement of Parking Contraventions (England) General Regulations 2007;  
Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007

Penalty Charge Notice (PCN) Number: \_\_\_\_\_

Vehicle Registration Number: \_\_\_\_\_

Date of Charge Certificate: \_\_\_\_\_

**DO NOT IGNORE THIS NOTICE.  
You are legally responsible for dealing with this notice.  
Do not pass it on to the driver.**

## Details of Contravention

A Penalty Charge Notice was issued to the above vehicle for the following alleged contravention:

### Contravention Code and Description:

On: \_\_\_\_\_

At: \_\_\_\_\_

Location: \_\_\_\_\_

**The penalty charge has not been paid in full**

The penalty charge has now increased by 50% £ \_\_\_\_\_

Amount Paid: £ \_\_\_\_\_

Payment Due Now: £ \_\_\_\_\_

A Notice to Owner was sent to you, which gave you 28 days to pay the penalty charge or to make representations. This Charge Certificate has been served since one of the following circumstances applies:

1. No representations were made in response to the Notice to Owner; or
2. The Local Authority rejected representations made against the Notice to Owner and sent a Notice of Rejection; or
3. An appeal was made to a parking/traffic adjudicator but was dismissed.
4. An appeal was made to a parking/traffic adjudicator but was withdrawn.
5. The adjudicator has recommended on appeal that the PCN be cancelled but the council has rejected the recommendation.

Full payment was not made by the specified date and the penalty charge has been increased by 50%. If you fail to pay the full outstanding amount before the end of the period of 14 days beginning with the date this certificate is served then action will be taken by the Local Authority to register the charge as a debt at the County Court. A Warrant may then be issued to Bailiffs to recover payment.

**We strongly advise you to deal with this matter now, as Bailiffs will incur additional costs for which you will also be liable.**

## Payment Slip

For payment options see overleaf

You must complete this slip in block capitals and return it with your payment to the address below.

**Doncaster Metropolitan Borough Council, Financial Services, PO Box 443, Doncaster DN1 1GG**

Name: \_\_\_\_\_

Penalty Charge Notice (PCN) Number: \_\_\_\_\_

Address: \_\_\_\_\_

Vehicle Registration Number: \_\_\_\_\_

Date of Charge Certificate: \_\_\_\_\_

Postcode: \_\_\_\_\_

Payment Amount Due: \_\_\_\_\_

## How To Pay



**By Debit Card over the Internet** at [www.doncaster.gov.uk/paymentsonline](http://www.doncaster.gov.uk/paymentsonline)



**Telephone us on 0845 130 5910** (choose option 7) to pay by Debit Card, 24 hours a day, 7 days a week. Please have your debit card and Penalty Charge Notice number ready.



**At the Post Office.** You can pay by Cash or Debit Card at any Post Office at no additional cost using the bar code on this correspondence. Please ensure you take your payment slip.



**At any Paypoint Outlet.** The bar code on this correspondence also allows you to pay by cash at any outlet where you see the paypoint sign. Please ensure you take your payment slip. For further information on paypoint locations go to [www.paypoint.co.uk](http://www.paypoint.co.uk) There is no cost for using this service.



**By Cheque payable to Doncaster MBC.** Please make sure you include your Penalty Charge Notice number on the reverse of the cheque and send your payment with the payment slip to:-  
 Doncaster Metropolitan Borough Council  
 Financial Services  
 P.O. Box 443  
 Doncaster  
 DN1 1GG

**DO NOT SEND CASH BY POST. POST DATED CHEQUES WILL NOT BE ACCEPTED.**