

Reverse of East Sussex County Council PCNs

**INSTRUCTIONS FOR PAYMENT
PAYMENT METHODS**

Online: a 24-hour online payment service is available at www.eastsussex.gov.uk/parking

Telephone: call the automated 24-hour telephone service on 0845 658 5500.

Post: send a cheque or postal order (payable to East Sussex County Council) with the completed payment slip to East Sussex County Council, PO Box 80, Lewes, BN7 2WU. Please quote the number of your Penalty Charge Notice (PCN) on the back of your cheque or postal order.

In person: payment can be made in person at the following addresses:

The Parking Shop, Causeway House, Wellers Yard, 46-48 Malling Street, Lewes, East Sussex BN7 2RH
The Parking Information Centre, 55 Gildredge Road, Eastbourne, East Sussex BN21 4RY
The Parking Shop, 32e Kings Road, St Leonards on Sea TN37 6DX

Opening hours are Monday to Friday from 8am to 5pm and Saturday from 9am to 1pm.

HOW TO CHALLENGE

Challenges must be made in writing and cannot be accepted by telephone.

Online: complete the form on our website at www.eastsussex.gov.uk/parking

Post: write to East Sussex County Council, PO Box 80, Lewes BN7 2WU

In person: written challenges can be submitted at any of the Parking Shops or Information Centre detailed above.

Please quote the PCN number and the vehicle registration in all correspondence and include your contact details.

We will consider each case on its individual circumstances. If your challenge is received within the 14 day discount period and we reject it we will tell you why and extend the discount period. Details of our policy can be found at www.eastsussex.gov.uk/parking or at any of the Parking Shops or Information Centre detailed above.

IF THE PCN IS NOT PAID OR CHALLENGED

If the PCN is not paid or challenged on or before the end of the 28 day period as specified on the front of this notice or if an initial challenge is rejected, we will serve a Notice to Owner (NtO) on the owner, keeper or hirer of the vehicle requesting payment at the full amount. The NtO will contain full details of how to pay or make representations and the timescales for doing so. If subsequent representations are rejected full details of how to appeal to an independent adjudicator will be given.

Please complete details below returning this slip with your payment:

Name: Mr/Mrs/Miss/Ms/Other.....

Address.....

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.....Post Code:.....

Signature:.....

A receipt will not be issued unless a stamped addressed envelope is supplied.

I certify that this is a true copy of the PCN issued to M7BPG on 10/12/2015

.....**For East Sussex County Council**