

## HOW TO CHALLENGE THE ISSUE OF THIS PCN

NOTE: The Enforcement Authority for all ON STREET contraventions is Hampshire County Council, Fareham Borough Council act as agents for them and are therefore the issuing authority for Penalty Charge Notices (PCN) and any subsequent letters or documentation.  
For all OFF STREET (Car Park contraventions Fareham Borough Council is the enforcement authority.)

Any enquiry or challenge in respect of this notice must be in writing and sent to; The Parking Office, Fareham Borough Council, Civic Way, Fareham, PO16 7AZ.

**Or e-mailed to [parkingservices@fareham.gov.uk](mailto:parkingservices@fareham.gov.uk)** (please ensure that the PCN number and your full postal address is included). If this challenge is rejected a Notice to Owner will be served to the registered keeper of the vehicle which will contain details of how to make an appeal to an Independent Adjudicator at the Traffic Penalty Tribunal. Please be aware that the keeper details will be obtained from the DVLA if a PCN is not paid or challenged.

If you challenge this PCN within 14 days of the date of service and the challenge is rejected the council will extend the period within which the reduced penalty charge may be made for further 14 days. If payment is not received on or before the end of the period of 28 days from date as specified on the front of this notice, the current keeper or who the Council believes to be the owner or hirer of the vehicle, will receive a Notice to Owner form requiring them to pay the charge or make a challenge.

- a) A person on whom the Notice to Owner is served will be entitled to make representations to the council against a penalty charge and may then appeal to an Independent Adjudicator at the Traffic Penalty Tribunal if those representations are rejected. The NTO will contain instructions on how to deal with this.
- b) If representations against the Penalty Charge are received at such address as may be specified for the purpose, before the Notice to Owner is served:
  - i) Those representations will be considered.
  - ii) That, if a Notice to Owner is served, notwithstanding those representations, representations against the Penalty Charge must be made in the form and manner and at the time specified in the Notice to Owner.

### HOW TO PAY

#### 24 HOUR PAYMENT LINE

**0845 606 6876 - Please select option 3 then press the \* (Star) button twice for the FH or FP then add the numbers.**

#### Online

[www.fareham.gov.uk](http://www.fareham.gov.uk) Select the "Online Services" Section followed by "Pay for it"

#### Post

Director of Finance and Resources, Civic Offices,  
Civic Way, Fareham. PO16 7AZ.

#### In person

Civic Offices Civic Way Fareham  
Mon to Fri 08.45 to 16.00 (4pm).  
Cheques/Postal orders made payable to Fareham Borough Council, and crossed A/C Payee. Please write the Notice number on the back of the cheque/PO.

**DETAILS OF HOW TO APPEAL AND THE COUNCIL'S PARKING POLICY CAN BE FOUND AT [www.fareham.gov.uk](http://www.fareham.gov.uk) or the Civil Parking Enforcement Information website [www.patrol-uk.info](http://www.patrol-uk.info)**

The receipt part of this Notice must accompany your payment.  
Please complete your name and address below.

Name \_\_\_\_\_