

# Notice to Owner (NtO)

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



This Notice to Owner has been issued to you by Gravesham Borough Council because the Penalty Charge Notice (PCN) has not been paid in full and you are registered as the owner/keeper/hirer on the date on which the PCN was issued to your vehicle. Please ignore this notice if you made full payment within the past few days.

Where the PCN was issued for a contravention in an off street car park the enforcement authority is Gravesham Borough Council. In all other cases the enforcement authority is Kent County Council with Gravesham Borough Council acting as its agent.

Notice to Owner Date / date of posting: **15/06/2016**

Penalty Charge Notice: **GG00000000** Date of Service of PCN: **17/10/2015**

Vehicle Registration Number: **AB12CDE** Make: **Nissan** Colour: **Silver**

Issued by Civil Enforcement Officer (CEO): **CEO50**

Contravention code **01**, description: **Parked in a restricted street during prescribed hours**

Location of Contravention: **St James's Avenue, Gravesham**

Date of Contravention: **17/10/2015** Time of Contravention: **12:11**

Penalty Charge Amount: **£70.00** Amount Paid: **£0.00** Payment Due Now: **£70.00**

**If photographic evidence was taken at the time it can be viewed at [www.gravesham.gov.uk/parking](http://www.gravesham.gov.uk/parking)**

Within 28 days from the date of service you must **either**:

- Pay the Penalty Charge in full – see over; or
- Make REPRESENTATIONS to Council – see overleaf

**YOU THE OWNER / KEEPER / HIRER ARE LIABLE FOR THE PENALTY CHARGE NOTICE.  
DO NOT IGNORE THIS NOTICE OR PASS IT TO THE DRIVER**

If full payment has not been received or you have not made Representations to the Council within the time allowed, the Penalty Charge will increase by 50%, thereby increasing the amount outstanding to £ 105.00 and a Charge Certificate will be served on you.

**If you do not pay in full the amount shown on the Charge Certificate, the Council may register it as a debt at the County Court and then put the case in the hands of bailiffs who will add their own costs to the Penalty Charge.**

The rules relating to service are to be found in regulation 3 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.



Penalty Charge Notice <b>GG00000000</b>
Vehicle Registration Number: <b>AB12CDE</b>
Date of this Notice: <b>15/06/2016</b>
Payment Amount Due: <b>£ 70.00</b>
Name:.....
Address:.....
.....
.....
Postcode:.....

**For payment options see overleaf**

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

Gravesham Borough Council  
Parking Office  
Civic Centre  
Windmill Street  
Gravesend  
Kent, DA12 1AU



## Representations

This form is for a parking contravention  
Traffic Management Act 2004

Penalty Charge Notice: **GG00000000**

Vehicle Registration: AB12CDE

Date of Notice to Owner: **15/06/2016**

## Making Representations

If you believe that the penalty charge should not be paid you may make representations to Gravesham Borough Council **via the website [www.gravesham.gov.uk/parking](http://www.gravesham.gov.uk/parking)** or by post at the address at the end of this form. **Using the web service is the quickest and easiest method of contact.**

The Traffic Management Act 2004 sets out grounds (see below) on which you may make Representations. Representations must be made within 28 days from the date of service of this Notice to Owner. Any representations made after this time period may be disregarded.

If your Representation is successful, you will be informed in writing and the penalty charge cancelled. If your Representation is unsuccessful, a Notice of Rejection will be issued and you must either pay the PCN in full or appeal to an Adjudicator, who will independently consider your Appeal. An appeal form will be included with the Notice of Rejection, which you should complete and send to the Adjudicator at the address shown on the form. Details of the appeals procedure will be sent with the notice of Rejection.

Gravesham Borough Council will let you know its decision in writing not later than the last day of the period of 56 days beginning with the date on which your representation was served on it. If it fails to do so, this notice will be cancelled and any sums already paid will be refunded.

Further information about Civil Parking Enforcement (including PCN's and NtO's) is available online at [www.patrol-uk.info](http://www.patrol-uk.info)

## Sections One: Grounds for Representations

Please tick the grounds on which you are making representations.

**I am not liable to pay the Penalty Charge because:**

- I was not the owner of the vehicle at the time of the alleged contravention.**  
Please complete Section 2.
- The vehicle was parked by a person who was in control of it without my consent.**  
Supply proof such as a police crime report number and police station address or insurance claim in Section 3.
- We are a hire firm and the person hiring the vehicle has signed a statement accepting liability.**  
Please supply a copy of the signed hire agreement including the name and address of the hirer and complete Section 4.
- The alleged contravention did not occur.**  
In Section 3, explain why you believe no contravention took place.
- The penalty charge exceeded the amount applicable in the circumstances of the case.**  
That is, you have been asked to pay more than you are legally liable to pay. Please complete section 3.
- The Civil Enforcement Officer was not prevented from serving the Penalty Charge Notice.**  
You received the Penalty Charge Notice by post as the Civil Enforcement Officer was prevented from issuing the Penalty Charge Notice at the time. Please complete Section 3.
- The relevant designation order was invalid.**  
You believe the parking restriction in question was invalid or illegal. Please complete Section 3
- There has been a procedural impropriety.**  
Please complete Section 3 stating why you believe the authority has acted improperly or in breach of the regulations.
- Penalty Charge notice was paid, either in full or at the discounted rate within the discount period.**  
Please complete Section 3
- There are mitigating circumstances in my case which I wish the Council to consider.**  
Please complete Section 3.