

FAREHAM BOROUGH COUNCIL

Fareham Borough Council
Director of Regulatory and
Democratic Services
Civic Way
Fareham
Hants PO16 7AZ

DATE OF SERVICE OF THIS NOTICE	
VEHICLE REGISTRATION NUMBER	
PENALTY CHARGE NOTICE NUMBER (PCN)	
PENALTY CHARGE NOTICE: SERVICE DATE	
NOTICE TO OWNER SERVICE DATE	

CHARGE CERTIFICATE (SERVED BY FAREHAM BOROUGH COUNCIL)

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; Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007

On _____ a Notice to Owner/or a Postal Penalty Charge Notice was served on you, as the person appearing to be the Owner/Hirer of:		
Vehicle Registration No:	Make:	Colour:
Tax Disc:	Tax Expiry Date:	
Penalty Charge Notice, number:	In respect of the following contravention:	
Date Of Contravention:	Location:	Time:
THIS PENALTY CHARGE HAS NOT BEEN PAID	PLEASE NOTE: This certificate has been served to you because full payment of the Penalty Charge in respect of the parking contravention identified above has not been received.	
The Penalty Charge is £	As shown above, a Notice to Owner or a Postal Regulation 10 Penalty Charge Notice was served on you, as the person appearing to be the owner/hirer, which gave you the opportunity to pay the Penalty Charge or challenge its issue.	
Charge Certificate £ (50% Increase)	Because payment in full has not been made within the relevant period, the Penalty Charge as shown has increased by 50%.	
Paid to Date £		
Balance Outstanding £		

If this increased penalty charge is not paid before the end of the period of 14 days, beginning with the date on which this certificate is served, the Enforcement Authority may, if a County Court so orders, recover this increased charge as if it were payable under a Court Order. This certificate will be taken to have been served on the second working day of posting, unless you can show that it was not.

ISSUED BY



AN OFFICER OF FAREHAM BOROUGH COUNCIL

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 the Penalty Charge Notice and any subsequent letters/documentation. (For all OFF STREET (Car Park) Contraventions Fareham Borough Council is the Enforcement Authority)

PAYMENT DETAILS

PCN No

Fareham Borough Council, Director of Finance and Resources, Civic Way, Fareham PO16 7AZ

HOW TO PAY

BY POST

Cheques or Postal Orders payable to: "Fareham Borough Council", and send to Director of Finance and Resources at the above address.

Please write the Penalty Charge Notice Number and your name and address on the rear of the cheque

If you require a receipt please provide a stamped addressed envelope.

SECURE ONLINE PAYMENT

Via our website www.fareham.gov.uk select "Online Services" then "Pay It"

BY TELEPHONE Credit/debit card payments may be accepted by phoning; 0845 6066876; SELECT OPTION 3

IN PERSON

Personal payments may be made at the Cashiers Office, Civic Offices, Fareham PO16 7AZ
Opening hours are Monday to Friday 8.45am to 4.00pm

**THIS CERTIFICATE WILL BE TAKEN AS SERVED ON THE SECOND
WORKING DAY AFTER THE DAY OF POSTING-UNLESS YOU CAN
SHOW THAT IT WAS NOT**

THE RELEVANT PERIOD

The relevant period within which the Penalty Charge should have been paid is the period of 28 days beginning-

- a) where no representations have been made under Regulation 4 of the Representations and Appeals Regulations, with the date on which the Notice to Owner is served;
- b) where-
 - i) such representations have been made
 - ii) a notice of rejection was served by the Authority concerned; and
 - iii) no appeal against the notice of rejection was made, with the date on which the notice of rejection is served;
- c) Where an Adjudicator has, under regulation 7(4) of the Representations and Appeals Regulations, recommended the enforcement authority to cancel the Notice to Owner, with the date on which the enforcement authority notified the appellant under regulation 7(5) of those regulations that it does not accept the recommendation; or
- d) In a case not falling within subparagraph (c) above, where there has been an unsuccessful appeal to an Adjudicator under the Representations and Appeals Regulations against a notice of rejection, with the date on which notice of the Adjudicator's decision was served on the appellant.

Where an appeal against a notice of rejection was made, but was withdrawn before the Adjudicator served notice of his/her decision, the relevant period in relation to a Notice to owner is the period of 14 days beginning with the date on which the appeal was withdrawn.

ADVICE AND GUIDANCE RELATING TO SERVICE BY POST

Regulation 3 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007 contains the rules as to service by post. These are set out below:

“Service by post”

(1) Subject to paragraph (5), any notice (except a penalty charge notice served under regulation 9) or charge certificate under these Regulations –

(a) May be served by first class (but not second class) post; and

(b) Where the person on whom it is to be served is a body corporate, is duly served if it is sent by first class post to the secretary or clerk of that body.

(2) Service of a notice or charge certificate contained in a letter sent by first class post which has been properly addressed, pre-paid and posted shall, unless the contrary is provided, be taken to have been effected on the second working day after the day of posting.

(3) In paragraph (2), “working day” means any day except –

- a) Saturday or a Sunday;
- b) New Year's Day;
- c) Good Friday;
- d) Christmas Day;
- e) Any other day which is a bank holiday in England and Wales, under the Banking and financial dealings Act 1971.

(4) A document may be transmitted to a vehicle hire firm (as defined in regulation 5(4)), by a means of electronic data transmission where -

- a) The vehicle hire firm has indicated in writing to the person sending the notice or document that it is willing to regard a document as having been duly sent to it if it transmitted to a specific electronic address; and
- b) The document is transmitted to that address.

(5) Nothing in this regulation applies to the service of any notice or order made by a county court.