

## NOTICE TO OWNER CONTINUED

### To make representations against the Penalty Charge Notice please see below

If you consider that you should not pay this Penalty Charge DO NOT IGNORE THIS NOTICE. Details of how to make representations are as follows. Listed below are the grounds on which you may make representation as laid down in the Traffic Management Act 2004. Representations must be made not later than the last day of the period of 28 days beginning with the date on which this Notice is served, any representations made after this date may be disregarded. If you wish to make representation you should tick the appropriate boxes below stating why you believe you are not liable and give further details in the space provided overleaf. The form must then be signed and returned to:

**HARROGATE BOROUGH COUNCIL, PARKING SERVICES, PO Box 787, HARROGATE, HG1 9RW**

Representations can only be made by the registered keeper/hirer or a third party with written consent from the registered keeper/hirer.

If your representation is successful, a notice of acceptance will be issued and the Penalty Charge cancelled.

If your representation is unsuccessful, a notice of rejection will be issued and you must either pay the Penalty Charge Notice 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 should be completed and sent to the Traffic Penalty Tribunal. The appeal form will explain the appeals procedure in full.

For further information, go to [www.trafficpenaltytribunal.gov.uk](http://www.trafficpenaltytribunal.gov.uk) or [www.patrol-uk.info](http://www.patrol-uk.info).

### REPRESENTATIONS AGAINST THE PENALTY CHARGE NOTICE (PCN)

Tick which ground/grounds are applicable

- ☐ **1. The contravention did not occur.**  
Tick this box if the contravention described on the notice did not happen – for instance if the PCN is for overstaying in a pay and display area and a valid pay and display ticket was displayed, or if the PCN is issued for parking on a yellow line when you were in fact legally loading. When returning this form you should enclose such details as a valid pay and display ticket or delivery note.
- ☐ **2. I was not the owner/keeper of the vehicle at the time of the contravention.**  
Tick this box if you did not own the vehicle when the PCN was issued. When returning this form please enclose details such as a receipt of sale/purchase or a copy of the DVLA registration form. You **must** give the name and address of the person who bought/sold the car and the date of the sale/purchase in the box provided on page 3.
- ☐ **3. The vehicle had been taken without my consent.**  
Tick this box if the vehicle had been stolen at the time that the PCN was issued. When returning this form you should enclose evidence such as a police crime report number or insurance claim.
- ☐ **4. We are a hire firm and have supplied the name of the hirer.**  
Tick this box if you are a hire company and the hirer has signed a formal agreement accepting liability for Penalty Charges. You **must** complete the name and address of the hirer on page 3 and enclose a copy of the signed hire agreement.
- ☐ **5. The Penalty Charge exceeded the relevant amount.**  
Tick this box if the PCN asked you to pay more than you are legally liable to.
- ☐ **6. There has been a procedural impropriety on behalf of the Council**  
Tick this box if you believe the Enforcement Authority has acted improperly or in breach of the Regulations made under the Traffic Management Act 2004. Please supply details.
- ☐ **7. The Traffic Order was invalid**  
Tick this box if you believe that the parking restriction in question was invalid. This applies, for instance, if the Order making Authority had not followed the correct procedure for passing the Traffic Regulation Order. When returning this form you should enclose details.
- ☐ **8. The Penalty Charge has been paid, either in full or at discount rate within discount period**  
Please supply details and supporting evidence such as receipt of payment.

**If none of the grounds shown above apply but you believe there are mitigating circumstances in your case, please supply details on page 3.**



## **DETAILS OF REPRESENTATIONS**

### **TICK RELEVANT BOX**

**If you have selected number 2 or 4 on page 2 as one of your representation reasons, please complete this section.**

I was not the owner / keeper of the vehicle when the PCN was issued because:

- ☐ \*I had sold the vehicle before that date to:  
☐ \*I bought the vehicle after that date from:  
☐ I never owned the vehicle.

\*(Please supply proof of purchase or sale of the vehicle eg. a copy of the receipt or DVLA notification or confirmation from your insurers that you have renewed or cancelled insurance)

### **Name and Address of Buyer/ Seller/Hirer:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Date of Purchase/Sale \_\_\_\_\_ Date/s of Hire/Lease \_\_\_\_\_

**Please give details of your representations or mitigating circumstances and supply any supporting evidence**

**Please continue on additional paper if necessary**

## **DECLARATION**

This must be signed in order for your representations to be considered.

I confirm the details of my representations are true to the best of my knowledge. I realise that knowingly or recklessly making a false statement may result in prosecution and a fine upon conviction of up to level five on the current scale (currently £5,000).

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name** \_\_\_\_\_ **Position in company** \_\_\_\_\_  
**(Block Capitals)** **(If relevant)**

## **PAYMENT METHODS**

### **Payment by Debit/Credit Cards:**

**Online:** Using the Council's website: [www.harrogate.gov.uk](http://www.harrogate.gov.uk). You will need your Penalty Charge Notice number and debit/credit card details to make a payment using this method.

**Telephone:** Please call 0845 129 55 99. You will need your Penalty Charge Notice number and debit/credit card details. This service is available 24 hours a day.

### **Payment by Post:**

By crossed cheque or postal order made payable to Harrogate Borough Council. Please write the Penalty Charge Notice number on the back of the payment. Send your payment to: Harrogate Borough Council, Parking Services, PO Box 787, Harrogate, HG1 9RW.

CASH SHOULD NOT BE SENT BY POST. A RECEIPT WILL NOT BE ISSUED UNLESS A STAMPED ADDRESS ENVELOPE IS SUPPLIED.