

An order to recover a penalty charge has been made against you at the Traffic Enforcement Centre at the County Court Business Centre.

**You must by the date shown (overleaf) either**

- Pay the total amount due to the local authority detailed;

**OR**

- File a Witness Statement on the enclosed form TE9 and send it to the Traffic Enforcement Centre at the address given below.

**Making a Witness Statement**

You may make a witness statement under the following grounds, which apply to you.

**Note:** If your penalty charge relates to a London Borough Parking Contravention you may make a witness statement under **ONE** of the following grounds

- You paid the penalty charge notice in full. You must provide details of the date payment was made, the method of payment i.e. cash, cheque etc. and who the payment was made to. **Please note you may be asked to provide proof of payment upon request.**
- You did not receive the notice to owner / penalty charge notice.
- You made representations about the penalty charge to the Local Authority within 28 days service of the notice to owner and you did not receive a reply (rejection notice).
- You appealed against the Local Authority's decision to reject your representation within 28 days service of the rejection notice, but you had no response to your appeal.

**Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in an application verified by a statement of truth without an honest belief in its truth.**

If you need more time in which to file your witness statement you may apply using form TE7 - Application to file a statement out of time. This application is only to extend time for filing the witness statement, it is not why you are disputing the original penalty charge.

The application **MUST** be completed by the named 'respondent'.

The application can only be completed and signed by a litigation friend if the respondent is a protected party (a party who lacks capacity within the meaning of the Mental Capacity Act 2005 to conduct legal proceedings).

**What is a litigation friend?** - A person who conducts legal proceedings on behalf of a person who lacks capacity within the meaning of the Mental Capacity Act 2005 (see Part 21 (children and protected parties) of the Civil Procedure Rules).

For details on how to make an application or to discuss further please contact the Traffic Enforcement Centre on 0300 123 1059

If you do nothing your possessions may be removed and sold to pay this charge.

Drawn on the authority of: The Traffic Enforcement Centre at County Court Business Centre, St Katharine's House, 21 – 27 St Katharine's street, Northampton, NN1 2LH