

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 notice to the Local Authority within 28 days of service of the notice to owner but did not receive a reply (rejection notice).
- You appealed against the Local Authority's decision to reject your representation within 28 days, 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 a witness statement verified by a statement of truth without an honest belief in its truth

You must file the witness statement by the date shown on the Order for recovery.

Once completed send to the Traffic Enforcement Centre at

County Court Business Centre
St Katharine's House,
21 – 27 St Katharine's Street
Northampton
NN1 2LH

or tec@hmcts.gsi.gov.uk