

«Corresp_Title» «Corresp_ForeName»
«Corresp_Surname»
«Corresp_Business_Name»
«Corresp_Address_Line_1»
«Corresp_Address_Line_2»
«Corresp_Address_Line_3»
«Corresp_Address_Line_4»
«Corresp_Town»
«Corresp_County»
«Corresp_Post_Code»

Your Ref:
My Ref: CPE/«Notice_Number»
Contact: «Corresp_User_Job_Titl
e»
Tel:
Fax:
Email:
Date: «Printed_Date»

Dear «Corresp_Named_Salutation»

Pre Debt Registration - Traffic Management Act 2004 Part 6

PCN No «Notice_Number»
Date Issued «Notice_Issue_Date»
Location of Contravention «Notice_Issue_Location»

You have failed to pay the penalty charge due as shown above. In accordance with the provisions of the Traffic Management Act 2004 Part 6, a **Notice to Owner** and a **Charge Certificate** have been served on you.

The council will now register the penalty charge as a debt at the **County Court** and the amount due will be increased by £«Notice_TEC_Fee» to include court fees. The court will authorise the issue of an **Order for Recovery** and a **Warrant of Control** to bailiffs. Bailiffs have the power to remove and sell your goods to cover the debt and their own charges.

To avoid this action, please ensure that your full payment of £«Notice_Outstanding_Account» is received by this office.

Payment may be made by cheque, or postal order made payable to: **Kingston upon Hull City Council** and should be accompanied by this notice. The PCN number should be clearly shown on the reverse of the cheque or order. **DO NOT SEND CASH THROUGH THE POST.** Other payment methods are available. Visit the Council's website at www.hullcc.gov.uk for further details.

Please remember to allow enough time for your payment to arrive at the Council offices before the payment deadline. The Post Office does not guarantee a next day delivery for first class post.

Should you fail to make payment we will be obliged to register the debt at the County Court. If the Court agrees to issue a warrant it will be transferred to an Enforcement Agent for collection. Under the terms of The Taking Control of Goods (Fees) Regulations 2014

CPE HULL
PO BOX 474
HULL
HU9 9ES

this will add an immediate fee of £75.00 to the balance outstanding. This is a fixed fee payable by you. If the Enforcement Agent has to visit your address this will incur an additional fixed fee of £235.00. These fees are fixed by law and cannot be reduced or waived. Fees Recoverable are shown below.

Fee Stage	Fixed Fees	Percentage Fee 0 - £1,500	Percentage Fee Over £1,500
Compliance	£75.00	0%	0%
Enforcement	£235.00	0%	7.5%
Sale or disposal	£110.00	0%	7.5%

TO AVOID THESE FEES YOU MUST MAKE PAYMENT IN FULL NO FURTHER REMINDERS WILL BE SENT.

Yours «Corresp_Closing»

On behalf of
Hull City Council's Civil Parking Enforcement Arbiters

CPE HULL
PO BOX 474
HULL
HU9 9ES