### Penalty Charge Notice (PCN)


<table>
<thead>
<tr>
<th>Penalty Charge Notice:</th>
<th>&amp;SERNO</th>
</tr>
</thead>
</table>

| &LINE1 | Date of this Penalty Charge Notice and date of posting &PSTDT |
| &LINE2 |
| &LINE3 |
| &LINE4 |
| &LINE5 |
| &LINE6 |
| &LINE7 |

This Notice has been served on you because it appears to Liverpool City Council that you are the owner / keeper of:

<table>
<thead>
<tr>
<th>Vehicle Registration No:</th>
<th>&amp;REGNO</th>
<th>Make:</th>
<th>&amp;MAKER</th>
</tr>
</thead>
</table>

And that the following contravention has occurred &OFF11 &OFF12 &OFF13

| Date of Contravention: | &DOFFC |
| Observed at: | &TOFFC |
| Location of Contravention: | &LOCPT |

This Notice has been served by post because Civil Enforcement Officer &POFCD, who had reason to believe that the above contravention had occurred, attempted to serve a Penalty Charge Notice by affixing it to the vehicle or giving it to the person in charge of the vehicle but was prevented from doing so by some person.

A penalty charge of £&CFINE is now payable and must be paid not later than the last day of the period of 28 days beginning with the date on which this PCN was served.

The penalty charge will be reduced by a discount of 50% to £&CLFIN if it is paid not later than the last day of the period of 14 days beginning with the date on which this PCN was served.

This Notice will be taken to have been served on the second working day after the day of posting unless you can prove that it was not.

NOTE: If you do not pay the penalty charge or make representations in accordance with regulation 4 of the above Representations and Appeals Regulations within the 28 day period specified above the Council may increase the original penalty charge by 50% to £&CHARG, and take steps to enforce payment of it.
HOW TO PAY

Payment should only be made if the Notice is not disputed
Cash, Cheque, Postal Order

- **Online** at [www.liverpool.gov.uk](http://www.liverpool.gov.uk). Follow links from *Parking, Travel & Roads*
- **By telephone** credit/debit payments only. Automated payment line 0845 0758583 (24 hours / 7 days a week). Have card and vehicle details and PCN number ready.
- **By post** (cheques and postal orders only **DO NOT SEND CASH** – made payable to Liverpool City Council) using the payment slip to: Liverpool City Council, Parking Services, PO Box 981, Municipal Buildings, Dale Street, Liverpool L69 1JB. Allow 2 working days for 1st class post and 5 for 2nd class.
- **In person** at The City Centre One Stop Shop, Cash Office, Municipal Buildings, Dale Street, Liverpool L2 2DH. Monday – Friday 8.30am to 5.30pm. If paying in person it is advisable to obtain a receipt as proof of payment.

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**PAYMENT SLIP**

Please complete this slip and return it with your payment to the address overleaf. **Do not send cash.** If you are paying by cheque please make sure it is made payable to Liverpool City Council, dated and signed and please write the PCN number on the reverse.

If you pay by post and wish to provide the following information, we can contact you if there is a problem (such as an incorrectly completed or missing cheque) which may avoid further charges.

Name  ........................................................
Address ........................................................
........................................................
Phone number  ...........................................

Penalty Charge Notice:  .............................................
Vehicle Registration:  .............................................
Amount paid:  .............................................
Cheque number (if applicable)  .............................................
The specified grounds

- The alleged contravention did not occur
  
  Please explain why you believe no contravention took place

- I was never the owner/keeper of the vehicle in question/or
  
  I had ceased to be its owner before the date on which the alleged contravention occurred/or
  
  I became its owner after the date on which the alleged contravention occurred

  If you bought or sold the vehicle, you must give the new or former owner’s name and address if you have it. Please also provide the date of the transaction and any other details and include copies of any documents, such as an invoice or bill of sale.

- The vehicle had been permitted to remain at rest in the place in question by a person who was in control of the vehicle without the consent of the owner

  Tick this box if your vehicle was stolen or taken without your consent. Please provide supporting information that you may have e.g. any crime reference or insurance claim reference

- We are a vehicle-hire firm and the vehicle was on hire under a hiring agreement and the hirer had signed a statement acknowledging liability for any PCN issued during the hiring period

  The hiring agreement must be one which qualifies by containing prescribed particulars. You must supply the name and address of the hirer. Please also supply a copy of the signed agreement.

- The penalty charge exceeded the amount applicable in the circumstances of the case

  Tick this box if you think you are being asked to pay more than is required by law and explain why

- There has been a procedural impropriety by the enforcement authority

  Tick this box if you believe that Liverpool City Council has failed to comply with any requirement imposed by the Traffic Management Act 2004, by the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007 or by the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.

  Please set out the statutory requirement, time limit or other procedural step with which you believe that the Council has failed to comply

- The Order which is alleged to have been contravened in relation to the vehicle concerned is invalid

  Please explain why you believe that the Order in question is invalid. Please note that this ground will not apply in respect of a provision in an Order to which Part VI of Schedule 9 to the Road Traffic Regulation Act 1984
The Civil Enforcement Officer was not prevented by some person from fixing the PCN to the vehicle concerned or handing it to the person in charge of the vehicle.

Tick this box only if you received the penalty charge notice because the enforcement authority considers the Civil Enforcement Officer could not issue it at the scene of the contravention because he was prevented from doing so, and you disagree that he was so prevented. Set out your reasons in full in the box below.

The penalty charge has already been paid in full, or by the reduced amount of an authorised discount.

Tick this box only if you have either already paid the penalty charge notice in full, or paid the penalty charge notice at the authorised discounted rate.

Other grounds

If there are any other reasons why you consider the Council should cancel the penalty charge notice please tick this box and set out those reasons in full in the box below.

Write your representations here (attach any extra sheets if necessary)

Name and address of buyer / seller / hirer of vehicle (where relevant)

We can respond to your representations by e-mail. If you would like us to do so then please tick this box □ and provide your e-mail address below. By ticking this box, I confirm that I regard any document as having been duly sent to me, if it was transmitted to the email address I have provided.

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

Signature __________________________ Date ______________

Name (in capitals) __________________________ Position in Company __________________________

(if relevant) __________________________

Email address __________________________

The rule relating to service

The Civil Enforcement of Parking Contraventions (England) General Regulations 2007: Regulation 3

“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 proved, 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) 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(a).

(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 is transmitted to a specified 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.