

Penalty Charge Notice



THE ROAD TRAFFIC REGULATION ACT 1984 SECTIONS 1, 2, 4 and 9 (as amended)
THE TRANSPORT ACT 2000 SECTION 144 (1), (2) and (9) (as amended)

To:

Penalty Charge Notice Number:

Date of Contravention:

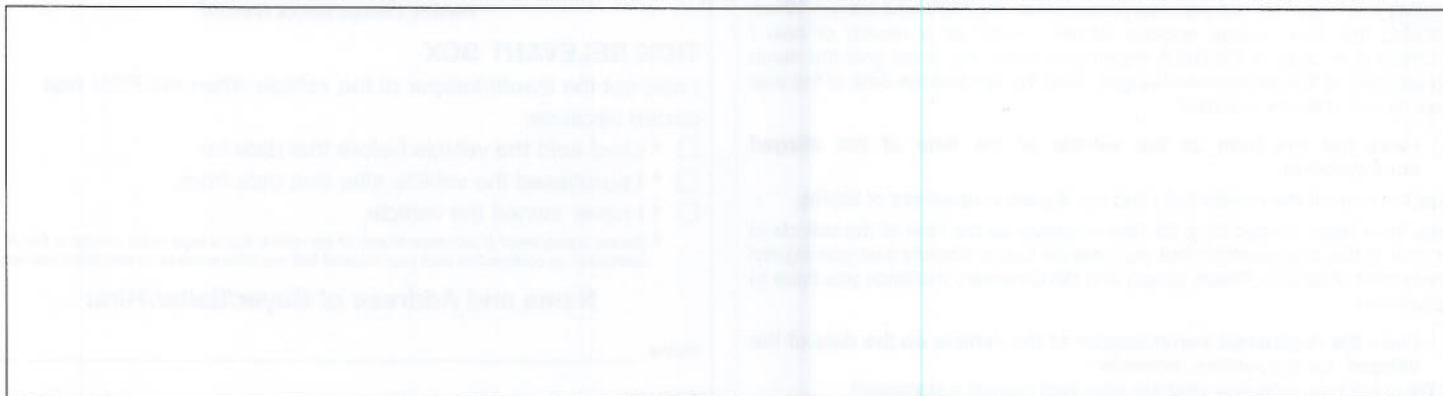
Date Issued & Posted:

Date of Service:

Liability for the Penalty Charge lies with you, the Owner/Hirer

Luton Borough Council believes that a **Penalty Charge of £60** is payable for the following alleged contravention:
Code 34: Being in a Bus Lane (as defined in S.144(5) Transport Act 2000 (as amended)).

The vehicle was seen on , Luton,
at . The alleged contravention was noted by . This
Penalty Charge Notice has been served by post on the basis of a record produced by an approved device and also acts as
the Notice to Owner. The attached photographs were extracted from digital video images, captured by either a manned or
unmanned roadside camera from the time stated above and, in the Authority's opinion, establish the contravention.



YOU MUST NOT IGNORE THIS NOTICE

The above photographs have been provided free of charge

1. This Penalty Charge Notice (PCN) has been sent to you as the registered owner/hirer of the vehicle because the Council believes that you are liable to pay a Penalty Charge for the contravention of being in and/or proceeding in a bus lane. **This must be paid by no later than 28 days beginning with the date of service.**
2. As the registered owner or the person who was hiring the vehicle at the time the PCN was issued, you are legally liable for the Penalty Charge even if you were not the driver at the time.
3. **To claim a discounted rate of 50% to £30** the reduced Penalty Charge must be paid **within 14 days**, beginning with the Date of Service. You cannot pay the discounted rate and make representations at the same time. Representations if made are against the £60 Penalty Charge. Please note the Date of Service has been calculated for you being 2 working days after the date of posting, as sent by 1st class post unless you can prove otherwise.
4. You can make representations against paying the Penalty Charge, within 28 days, beginning with the Date of Service. The grounds on which you can make representations are set out overleaf. The Council may disregard representations made outside this 28 day period. All representations must be in writing.
5. **If you haven't paid the Penalty Charge or made a representation** by the end of this 28 day period, the Council may serve a Charge Certificate **increasing the Penalty Charge by 50% to £90** and take steps to enforce payment of this sum.
6. You or your representative may, by notice in writing to the Authority, request to view the record of the contravention, free of charge. This will be arranged in a reasonable time, at one of the Authority's offices of your choosing that has the necessary facilities, at a time during normal office hours (Monday to Friday 09.00 to 16.30).

PAYMENT METHODS

By telephone: most major credit/debit cards accepted, 24/7 payment service. Telephone 0300 456 2725. Have card, vehicle details and PCN number ready. **Website payment:** Visit www.luton.gov.uk and click on "Pay it" option **By post:** Cheques and postal orders to be made payable to Luton Borough Council. Return the payment slip with your payment. Do not send cash. If a receipt is required, a stamped addressed envelope should also be enclosed. Please allow up to 5 working days for postal payments. **Failure to supply all details correctly may result in a delay processing your payment. All postal payments and other correspondence must be sent to Luton Borough Council, Parking Services, Town Hall, Luton, LU1 2BQ.**

PAYMENT SLIP

From:

Penalty Charge Notice Number:

Date of Contravention:

Date Issued & Posted:

Date of Service:

Notice to Owner - how to make representations against the Penalty Charge

If you do not think that you should have to pay this Penalty Charge, you may make representations to the Authority. These must be in writing by post to the address overleaf and you may use this form.

The Bus Lane Contraventions (Penalty Charge, Adjudication and Enforcement) (England) Regulations 2005 (SI No. 2757) sets out six grounds on which you may make representations.

These are set out below, together with an indication of the information that should be supplied in support of your representations. Tick the relevant boxes and write your reasons in the box provided. However, the Council may consider other mitigating circumstances and you should tick the box "Other reasons" and give full details. This Notice to Owner will be cancelled if one or more of the specified grounds are established.

If your representations are received in time or are received late but are taken into account, the authority will consider them and let you know its decision in writing. If your representations are rejected you have the right to appeal against that decision to an independent Adjudicator. An appeal form will be sent with the letter rejecting your representations. The form will explain how and when to appeal to the Adjudicator.

The Penalty Charge Notice WAS ISSUED INCORRECTLY BECAUSE:

The alleged contravention did not occur.

Tick this box if you believe the contravention did not occur or you believe an exemption to the regulations applies, for example you were forced to drive in the bus lane.

The penalty exceeded the relevant amount.

Tick this box if the PCN asked you to pay more than you are legally liable to. Penalty Charges in Luton are set in accordance with guidance from the Department for Transport.

The circumstances leading to the issue of the PCN are subject to criminal proceedings or a Fixed Penalty Notice has been issued:

Tick this box if you have been issued a FPN or are subject to a summons for the same offence by the Police. (You must attach a copy of the ticket).

I AM NOT LIABLE TO PAY the Penalty Charge Notice BECAUSE:

I was not the owner/keeper of the vehicle at the time of the alleged 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.

I was not the hirer of the vehicle at the time of the alleged contravention.

I was the hirer of the vehicle but I had not signed a statement of liability.

If you have been elected by a car hire company as the hirer of the vehicle at the time of the contravention but you dispute this or dispute that you signed a statement of liability. Please supply any documentary evidence you have to support this.

I was the registered owner/keeper of the vehicle on the date of the alleged contravention, however:

- i) We are a hire company and the hirer had signed a statement accepting liability. Please supply name and address and the signed agreement.
- ii) The vehicle was being kept by a vehicle trader at the time of the contravention, Please supply name and address of trader and a copy of any documentary evidence.
- iii) The vehicle was being used without my consent at the time of the contravention; if driver is known to you please provide name and address. If the vehicle had been stolen please provide details of the Police crime number or insurance claim number.

Other reasons - explain this when returning the form.

DETAILS TO SUPPORT YOUR REPRESENTATIONS

Area for attaching supporting documents and evidence.

Attach additional sheets if required, clearly marking each sheet with the Penalty Charge Notice Number

TICK RELEVANT BOX

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 purchased the vehicle after that date from:
- * I never owned the vehicle.

* (please supply proof of purchase or sale of the vehicle e.g. 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 _____

Data Protection Act 1998

Luton Borough Council will use any data collected through the issuing of this Penalty Charge Notice for the enforcement of traffic contraventions and other associated purposes. This data may also be shared with other agencies as required by law. All processing of this data will be in accordance with the Data Protection Act 1998.

DECLARATION

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

I confirm the details of my representations are correct 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 five on the standard scale (currently £5,000).

Signature: _____

Date: _____

Name (Block Capitals) _____

Position in company (if relevant) _____