

## THE RELEVANT PERIOD

- (1) The relevant period within which the penalty charge should have been paid is the period of 28 days beginning –
  - (a) where no representations have been made under regulation 4 of the Representations and Appeals Regulations, with the date on which the notice to owner is served;
  - (b) where –
    - (i) such representations have been made;
    - (ii) a notice of rejection was served by the authority concerned; and
    - (iii) no appeal against the notice of rejection was made, with the date on which the notice of rejection is served;
  - (c) where an adjudicator has, under regulation 7(4) of the Representations and Appeals Regulations, recommended the enforcement authority to cancel the notice to owner, with the date on which the enforcement authority notified the appellant under regulation 7(5) of those Regulations that it does not accept the recommendation; or
  - (d) in a case not falling within subparagraph (c) above where there has been an unsuccessful appeal to an adjudicator under the Representations and Appeals Regulations against a notice of rejection, with the date on which notice of the adjudicator's decision was served on the appellant.
- (2) Where an appeal against a notice of rejection was made but was withdrawn before the adjudicator served notice of his decision, the relevant period in relation to a notice to owner is the period of 14 days beginning with the date on which the appeal was withdrawn.

## THE RULE RELATING TO SERVICE

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

### "Service by post

- 3—(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.
- (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"

## HOW TO PAY

Payment may be made:

**Online** – by visiting [www.north-herts.gov.uk](http://www.north-herts.gov.uk) and following the online instructions. We accept Visa, Mastercard, Delta, Maestro or Solo.

**By telephone** - call 0300 4560535 (24 hours). Calls from landlines charged at your local rate or from a mobile, your standard Network rate applies (For further information, please check with your provider). We accept Visa, Mastercard, Delta, Maestro or Solo.

**By Post** – send crossed cheque or postal order made payable to North Hertfordshire District Council. Please write the PCN number and your address on the reverse of the cheque/postal order. Please do not send cash through the post. Send your payment, together with the completed payment slip to: North Hertfordshire District Council, P.O. Box 227, Letchworth Garden City, Herts SG6 3WX.