

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 5 of the Representations and Appeals Regulations 2022, 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(8) of the Representations and Appeals Regulations 2022, recommended the enforcement authority to cancel the notice to owner, with the date on which the enforcement authority notified the appellant under regulation 7(9) of the Representations and Appeals Regulations 2022 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- (2) Where an appeal against a notice of rejection was made but was withdrawn before the adjudicator served notice of his decision, the relevant period in relation to a notice to owner is the period of 14 days beginning with the date on which the appeal was withdrawn.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 Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022: Regulation 3 states

“Service by post or electronically

3.—(1) This regulation makes provision about the service of documents under these Regulations, other than notices or orders made by a county court.

(2) A notice or charge certificate which is required by these Regulations to be served by post—

(a) may be served by first class (but not second class) post, and

(b) where the person on whom it is to be served or to whom it is to be given is a body corporate, is duly served or given if it is sent by first class post to the secretary or clerk of that body.

(3) Service of such a notice or charge certificate contained in a letter sent by first class post which has been properly addressed, pre-paid and posted is to be taken to have been effected on the second working day after the day of posting.

(4) For the purposes of paragraph (3) “working day” means any day except—

(a) a Saturday or a Sunday, (b) New Year's Day, (c) Good Friday, (d) Christmas Day, or (e) any other day which is a bank holiday in England and Wales under the Banking and Financial Dealings Act 1971(1).

(5) A document may be transmitted to a vehicle-hire firm by means of electronic data transmission where—

(b) it has indicated in writing to the person sending the 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

(c) the document is transmitted to that address.”

Our privacy statement, detailing how we use and protect your data and what rights you have regarding this, is available here: www.north-herts.gov.uk/gdpr. The privacy statement is available on request.

HOW TO PAY

Payment may be made:

Online – by visiting 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: Parking Services, North Hertfordshire District Council, PO Box 10613, Nottingham, NG6 6DW.