

Tick one of the following

# REPRESENTATIONS

NHDC-783

## THE SPECIFIED GROUNDS

- The alleged contravention did not occur.  
(Please explain why you believe no contravention took place)
- I was never the owner 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).

- At the time that the alleged contravention occurred, the vehicle in question was in the control of a person who did not have the consent of the owner.

(Tick this box if your vehicle was stolen or taken without your consent. Please provide any 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 on the part of the enforcement authority.

(Tick this box if you believe that the North Hertfordshire District Council has failed to comply with any requirement imposed by the Traffic Management Act 2004, by The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) (England) Regulations 2022 or by The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022; 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).

- This Notice should not have been served because the penalty charge had already been paid: (i) in full; or (ii) at the discounted rate set in accordance with Schedule 9 to the Traffic Management Act 2004 and within the time specified in Regulation 5(4)(i)(i) and (ii) of The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) (England) Regulations 2022. (Please indicate the amount of the payment made and when and how the payment was made and include a copy of any supporting documentary information such as a receipt or bank statement). N.B. The discounted rate was 50% of the penalty charge and should have been paid within 14 days beginning with the date on which the PCN was served

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](http://www.north-herts.gov.uk/gdpr). The statement is available on request.

## OTHER GROUNDS

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

## Details of Representations

Please continue on additional paper if necessary.

### TICK RELEVANT BOX BELOW

I was not the owner/keeper of the vehicle when the Penalty Charge Notice was issued because:

- \*I sold the vehicle on ..... / ..... / .....
- \*I bought the vehicle on ..... / ..... / .....
- 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 .....

.....

.....

Post Code .....

Date of Purchase/Sale .....

## DECLARATION

*I confirm the details of my representations are correct to the best of my knowledge. I realise that knowingly or recklessly 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 applicable): .....

## 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: Parking Services, North Hertfordshire District Council, PO Box 10613, Nottingham, NG6 6DW.