

CHARGE CERTIFICATE

The Traffic Management Act 2004; Civil Enforcement of Parking Contraventions (England) General Regulations 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007; Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007

<p>To:</p> <p>«Offender_Title» «Offender_Initials»</p> <p>«Offender_Surname»</p> <p>«Offender_Address_1»</p> <p>«Offender_Address_2»</p> <p>«Offender_Address_3»</p> <p>«Offender_Address_4»</p> <p>«Offender_Town»</p> <p>«Offender_County»</p> <p>«Offender_Post_Code»</p>	<p>PCN Number: «PCN_Ticket_Number»</p> <p>Vehicle Registration Number: «PCN_Registration_Number»</p> <p>Vehicle Make: «PCN_Vehicle_Make»</p> <p>Vehicle Colour: «PCN_Vehicle_Colour»</p> <p>Date of this Charge Certificate: «Date_Letter_Created»</p>
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This Certificate has been issued to you because payment of the penalty charge in respect of the parking contravention identified below has not been received. You are now required to pay an increased penalty charge as is explained below.

On «PCN_Date» a Notice to Owner was sent to you as the person appearing to be the owner or the hirer of the vehicle, detailed above, in respect of the following parking contravention:

Date of Contravention: «PCN_Contravention_Date» **and time:** «PCN_Contravention_Time»

Contravention Code: «PCN_Offence_Code»

Contravention description: «PCN_Offence_Long_Description»

Location: «PCN_Street_or_Carpark_Name»

The Penalty Charge in respect of this parking contravention was £«PCN_Amount_of_Full_Fine». To date £«PCN_Amount_Paid_to_date» has been received. £«PCN_Amount_Outstanding» is now outstanding.

As the penalty charge has not been paid in full within the relevant period the penalty charge in question has now increased by 50% to £«PCN_Full_Fine_At_Charge_Cert».

DO NOT IGNORE THIS NOTICE

Please note: If this increased penalty charge is not paid before the end of the period of 14 days beginning with the date on which this certificate is served, Northumberland County Council may, if a county court so orders, recover this increased charge as if it were payable under a county court order.

This Certificate will be taken to have been served on the second working day after the day of posting unless you can show that it was not. For information on this please turn to the reverse page of this certificate.

Payment Slip – Please detach and return with payments sent by post.

Please make cheque/postal order payable to “Northumberland County Council”. Please write PCN number, vehicle registration and address details on the reverse of the cheque/postal order.

Please complete in BLOCK CAPITALS	Penalty Charge Notice No:
Name:	Date of Penalty Charge Notice:
Address:	Vehicle Registration Number:
Postcode:	Amount paid: £

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 was served;
 - (c) where an adjudicator has, under regulation 7(4) of the Representations and Appeals Regulations, recommended the enforcement authority to cancel this 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
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 (a).
- (4) A document may be transmitted to a vehicle hire firm (as defined in regulation 5(4)) by means of electronic data transmission where –
- (a) the vehicle 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 specific 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 (Please supply name, address, vehicle registration and PCN details with payments)

Online: pay online please go to <https://parkingpcns.northumberland.gov.uk> and follow the instructions.

By Telephone: please call the Contact Centre on 0345 600 6400 to use the automated payment service, or to make a payment speaking to an advisor.

By Post: please complete the boxes overleaf and send with your payment to: Parking Services, County Hall, Morpeth, Northumberland, NE61 2EF. Cheque/postal order made payable to “Northumberland County Council”.

In Person: at Council Information Centres Monday to Friday from 09:00 to 17:00 (excluding bank holidays). Check our website or call 0345 600 6400 for directions to your nearest Information Centre.