

NOTICE TO OWNER (NTO)

The Traffic Management Act 2004 – s78; Civil Enforcement of Parking Contraventions (England) General Regulations 2007;
Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007

NTO Pin Number: «NTO_PIN_Number»

<p>To: «Offender_Title» «Offender_Initials» «Offender_Surname» «Offender_Address_1» «Offender_Address_2» «Offender_Address_3» «Offender_Address_4» «Offender_Town» «Offender_County» «Offender_Post_Code»</p>	<p>PCN Number: «PCN_Ticket_Number» Vehicle Registration Number: «PCN_Registration_Number» Vehicle Make: «PCN_Vehicle_Make» Vehicle Colour: «PCN_Vehicle_Colour» Date of this Notice to Owner: «Date_Letter_Created» (Date of posting)</p>
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This Notice has been served on you because it appears to the enforcement authority (Northumberland County Council) that you are the owner of the vehicle, described above, in respect of which Penalty Charge Notice (PCN) number «PCN_Ticket_Number» was served on «PCN_Contravention_Date» by Civil Enforcement Officer (CEO) «PCN_Attendant_Number» who had reason to believe that the following contravention had occurred and that a penalty charge was payable:

Contravention Code: «PCN_Offence_Code»

Contravention description: «PCN_Offence_Long_Description»

Location: «PCN_Street_or_Carpark_Name»

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

The Penalty Charge is £«PCN_Amount_of_Full_Fine» and to date £«PCN_Amount_Paid_to_date» has been received. £«PCN_Amount_Outstanding» is outstanding.

DO NOT IGNORE THIS NOTICE

Please note: The person appearing to be in charge of the vehicle was served with a penalty charge notice (PCN), which allowed 14 days for a payment of a 50% discounted penalty charge; otherwise the full penalty charge became due. Either no payment has been received or any payment received has been insufficient to clear the penalty charge.

A penalty charge of £«PCN_Amount_Outstanding» is now payable by you as the owner and must be paid not later than the last day of the period of 28 days beginning with the date on which this notice is served. This notice will be taken to have been served on the second working day after the date of posting (as shown above) unless you can show that it was not.

You may make representations to Northumberland County Council as to why this penalty charge should not be paid. These representations should be made not later than the last day of the period of 28 days beginning with the date on which this notice is served and any representations which are made outside that period may be disregarded.

Please note: If you do not pay the penalty charge or make representations before the end of the period specified above the Council may increase the original penalty charge by 50% to £«PCN_Full_Fine_At_Charge_Cert» and take steps to enforce payment.

Data Protection Summary: Northumberland County Council will use information, including personal information, collected through the issuing of this Penalty Charge Notice for the enforcement of traffic contraventions and it may also be used for compatible purposes. The information may be disclosed to other enforcement agencies and third parties where it is necessary and lawful to do so e.g. for the prevention and detection of crime. All information will be processed in accordance with the Data Protection Act 1998.

NOTICE OF COMPLETION – To summarise

1. The driver was allowed 14 days to pay a 50% discounted sum. Any sum already paid, as shown overleaf, was insufficient to clear the charge in full.
2. As the registered owner/keeper of the vehicle (or the person who was hiring the vehicle) at the time the Penalty Charge Notice was issued, you are legally liable for the penalty charge even if you were not the driver at the time.
3. It is now too late to pay the 50% discounted rate, you therefore have two options:
Pay or dispute
4. a) **Pay** – Pay the penalty charge in full using any of the payment methods listed; or
b) **Dispute** – Make representations to the Council.

There are set grounds on which you may make representations. If you think that one or more of the listed grounds applies to your case, complete the form and return it to the Council. The letter you are sent if your representations are unsuccessful will explain how you can appeal to an Independent Adjudicator.

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 do not make any payment if you want to challenge this PCN.

Please have the PCN and the vehicle registration number available.

Online:

To make a payment online please go to <https://parkingpcns.northumberland.gov.uk> and follow the instructions.

Automated Service (phone):

Please call our automated phone service 24 hours 7 days a week on 0345 600 6400.

By Telephone:

If you wish to pay by credit/debit card please call the Contact Centre on 0345 600 6400 to speak to an advisor. The Contact Centre is open Monday to Thursday 08:30 to 17:00 and Friday 08:30 to 16:30.

In Person:

(by cash, cheque, postal order, credit or debit card) at any of the Council Information Centres at:

Alnwick: Greenwell Lane, Alnwick, NE66 1HB
Ashington: Wansbeck Square, Ashington, NE63 9XL
Bedlington: Bedlington Library, Glebe Road, Bedlington, NE22 6JX
Berwick: Walkergate Building, Walkergate, Berwick TD15 1DJ
Blyth: Blyth Library, Bridge Street, Blyth, NE24 1DJ
Cramlington: Concordia, Cramlington, NE23 6YB
Hexham: Hadrian House, Market Street, Hexham, NE46 3NH
Morpeth: Royal Sovereign House, Manchester Street, Morpeth, NE61 1AF
Seaton Delaval: Library, Astley High School, Elsdon Avenue, Seaton Delaval NE25 0BW

You can visit us Monday to Friday from 09:00 to 17:00 (excluding bank holidays). Please note the Alnwick Information Centre closes at 16:30.

By Post:

(cheque and postal order) complete the payment slip below and return it with your payment made payable to 'Northumberland County Council' and send to: Parking Services, County Hall, Morpeth, Northumberland, NE61 2EF.

Please write PCN number, vehicle registration and address details on the reverse of the cheque/postal order. Please allow 2 working days for first class post and 5 working days for second class post.

Payment Slip – Please return with all payments sent by post.

A penalty charge is payable. **Please see front page for outstanding amount.** 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: £

DISPUTE - HOW TO CHALLENGE/MAKE A REPRESENTATION

If you believe that the penalty charge should not be paid you may make representations to Northumberland County Council. Representations must be in writing and you may use this form. The representations may be made by:

Post to: Parking Services, County Hall, Morpeth, Northumberland, NE61 2EF

or

Email: parkingservices@northumberland.gov.uk

or

Online: if you wish to dispute the issue of this Penalty Charge Notice, make payment or view any photographic evidence which is available go to our website: parking.northumberland.gov.uk

If you are unable to use any of these methods or have any other enquiry, please telephone Parking Services on 0345 600 6400.

Representations must include the name, postal address and signature of the person making them. If representations are made by email then the name of the person making them must be in the message header or main body text, and will be taken to be the signature of that person.

Representations which are made after the end of the 28 day period specified on the first page of this notice may be disregarded. This notice will be taken to have been served on the second working day after the day of posting unless you can show it was not. If you submit your representations late, you should explain why.

The statutory grounds on which representation may be made are outlined overleaf and includes an indication of the information which you should supply in support of your representations. It is important to provide all relevant information. Tick the relevant boxes and write your reasons in the box marked "Write your representations here". This notice will be cancelled if one of more of the specified grounds is established. This notice may be cancelled for other compelling reasons even if none of the specified grounds apply. If the notice is cancelled any sums already paid will be refunded.

If your representations are received in time or are received late but are taken into account, Northumberland County Council will let you know its decision in writing not later than the last day of the period of 56 days beginning with the date on which your representation was served. If it fails to do so, this notice will be cancelled and any sums already paid will be refunded. If your representations are rejected, you have the right to appeal against the 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.

Northumberland County Council's policy about late representations and or/representations not covered by the statutory grounds can be found at parking.northumberland.gov.uk or can be viewed at any of the councils information centres.

Further information about Civil Parking Enforcement (including PCNs and NtOs) is available online at www.patrol-uk.info or in their leaflet available at Northumberland County Council offices.

MAKING REPRESENTATIONS - THE SPECIFIED GROUNDS

You may find the following form helpful as a means of making representation. However, you do not need to use it and may make your representations as previously explained.

If you think any of the grounds below apply, please indicate which by ticking the relevant box or boxes.

In all cases, please give as much detail and evidence as possible.

- The alleged contravention did not occur.**
(Please explain why you think 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 owners name and address if you have it. Please also provide the date of the transaction and any other details, and include any documents such as an invoice or bill of sale).
- The vehicle has been permitted to remain at rest in the place in question by a person who was in control of the vehicle without 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 contained certain prescribed particulars. You must supply the name and address of the hirer. Please also supply a copy of the signed agreement which includes the statement acknowledging liability).
- 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 by the enforcement authority.**
(Tick this box if you believe that Northumberland County Council has failed to comply with any requirement imposed by the Traffic Management Act 2004, by the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007 or by the Civil Enforcement of Parking Contraventions (England) General Regulations 2007. 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. Please note that this ground will not apply in respect of a provision in an Order to which Part VI of Schedule 9 to the Road Traffic Regulation Act 1984 applies).
- Other Grounds.**
(If there are any other reasons not listed above why you consider the Council should cancel this Notice please tick this box and set out those reasons in full in the box on the following page).

Write your representations here (attach any extra sheets if necessary):

Name and address of buyer/seller/hirer of vehicle (where relevant):

I confirm that my representations are true to the best of my knowledge. I realise that knowingly or recklessly making a false statement may result in prosecution and a possible fine of up to £5,000.

PCN Number _____ **VRM** _____

Name (in Capitals) _____ **Date** _____

Signature _____ **Position in Company** _____
(if applicable)