

Penalty Charge Notice (PCN)

**Traffic Management Act 2004, section.78;
Civil Enforcement of Parking Contraventions (England)
General Regulations 2007;
Civil Enforcement of Parking Contraventions (England)
Representation and Appeals Regulations 2007**

We may contact the DVLA for details of a registered keeper of a vehicle. Photographic evidence may be used.

WARNING NOTICE

Warning NO: «PCN_Ticket_Number»
Date of Service of this Warning «PCN_Issue_Date»
Vehicle Registration No: «PCN_Registration_Number»
Date of Alleged Contravention:
«PCN_Contravention_Date»
Time: of Alleged Contravention
«PCN_Contravention_Time»

At the date and time of the alleged contravention shown above Civil Enforcement Officer (CEO):

«PCN_Attendant_Number» observed the vehicle with the registration mark shown above which was located at:

Location: «PCN_Location_Printed_On_Ticket»

and believed that a contravention took place on the following grounds:

Contravention code: «PCN_Offence_Code»
«PCN_Offence_Long_Description»

Vehicle Make: «PCN_Vehicle_Make»

Vehicle Colour: «PCN_Vehicle_Colour»

Excise License Expiry Date:

«PCN_Tax_Disc_Expiry_Date»

Observed Start Time: «PCN_Observed_First_Time»

Observed End Time: «PCN_Contravention_Time»

The Civil Enforcement Officer is not authorised to cancel a Penalty Charge Notice (PCN) or accept payment.

PAYMENT SLIP – SEE REVERSE FOR MORE DETAILS

This is a warning notice to show you are parked in contravention of a traffic regulation order. In future this contravention will be chargeable with a Penalty Charge Notice. For further information visit our website: parking.northumberland.gov.uk

Warning NO: «PCN_Ticket_Number»
Vehicle Registration No: «PCN_Registration_Number»
Date of Alleged Contravention: «PCN_Issue_Date»

NO PAYMENT REQUIRED

HOW TO MAKE PAYMENT

Online - go to parking.northumberland.gov.uk and follow the payment instructions. Please have your card details, vehicle details and PCN number ready.

Automated Service (Telephone) - call our automated service 24 hours, 7 days a week on 0845 600 6400. Please have your card details, vehicle details and PCN number ready.

By telephone - to pay by credit/debit card call the Contact Centre on 0845 600 6400 to speak to an advisor, Monday to Friday 8am to 7pm. Please have your card details, vehicle details and PCN number ready.

In person - at one of our main Information Centres between 9am and 5pm (contact us on 0845 600 6400 for directions to your nearest Information Centre)

Post - tear off and complete the payment slip below and make cheques or postal orders payable to "Northumberland County Council". Send to Parking Services, Northumberland County Council, County Hall, Morpeth, NE61 2EF. Allow 2 working days for 1st class post and 5 working days for 2nd class post.

IF YOU BELIEVE THAT THE PENALTY SHOULD NOT BE PAID AND YOU WISH TO CHALLENGE THIS PCN:

Write to - Parking Services, Northumberland County Council, County Hall, Morpeth, Northumberland, NE61 2EF

Online - parking.northumberland.gov.uk

Email - parkingservices@northumberland.gov.uk

Please quote the PCN number, vehicle registration and your name and address on all correspondence.

The council will consider all representations against the penalty charge which are received before a Notice to Owner (see below) is issued. Details of the Council's policy and guidelines to challenges can be found at parking.northumberland.gov.uk or can be viewed at the council's information centres. All cases will be considered on their individual circumstances. If you challenge this PCN by no later than the last day of the period of 14 days beginning with the date on which the PCN was served and the challenge is rejected, the Council may in some circumstances be prepared to extend the period during which the discounted payment may still be made.

IF THE PENALTY CHARGE IS NOT PAID OR NOT CHALLENGED SUCCESSFULLY

If the penalty charge is either (a) not paid on or before the end of the 28 day period as specified on the front of this PCN; or (b) If the penalty charge is not challenged successfully, the Council may serve a Notice to Owner (NtO) on the owner of the vehicle requiring payment of the penalty charge. The owner can then make representation to the Council and may appeal to an independent adjudicator if those representations are rejected. The NtO will contain instructions for doing this. If you challenge this PCN but the Council issues an NtO anyway, representations can still be made against the penalty charge, but they must be made in the form and manner and at the time specified in the NtO.

Further information about Civil Parking Enforcement including PCN's and NtO's is available on our website at parking.northumberland.gov.uk or by contacting the Council.

Please complete the details below before returning this slip with your payment

Please make cheques or postal orders payable to Northumberland County Council and write the PCN number on the reverse.

Name: (Mr/Mrs/Miss/Ms).....

Address:

.....

..... Post Code:

Signature:

If you would like a receipt, please enclose a stamped address envelope.

Data Protection Statement - Under the Data Protection Act 1998 any information you provide may be disclosed to other organisations in connection with the recovery of the penalty charge and associated costs or the prevention and detection of fraud.