

# NORTHUMBERLAND

## Northumberland County Council

«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»

Your Ref:  
Our Ref: «PCN\_Ticket\_Number»  
Enquiries to: Parking Services  
Direct Line: 0345 600 6400  
E-mail: [parkingservices@northumberland.gov.uk](mailto:parkingservices@northumberland.gov.uk)  
Date: «Date\_Letter\_Created»

Dear «Offender\_Title» «Offender\_Initials» «Offender\_Surname»

**WARNING LETTER**  
**Re: Order for recovery of unpaid penalty charge (Parking)**  
**Traffic Management Act 2004**  
**«PCN\_Ticket\_Number»**

On «PCN\_Issue\_Date» vehicle registration «PCN\_Registration\_Number» was issued the above penalty charge notice in: «PCN\_Street\_or\_Carpark\_Name».

As the charge was not paid a Notice to Owner was sent to you as the registered keeper requiring you to pay the charge. Subsequently a Charge Certificate was also sent to you advising you that the charge had been increased by 50% and stating that if you failed to pay the Council would register the debt at Court which would further increase the amount due. Northumberland County Council is committed to collecting outstanding debts in order to maintain funding for vital local services.

**The payment of the charge is still outstanding. The amount you owe is**  
**«PCN\_Amount\_Outstanding»**

The next steps will add further costs to your debt and include registering this debt to obtain an Order for Recovery of a penalty charge, and to issue a warrant of Control to an Enforcement Agent to recover the sum shown and his costs for executing the warrant.

The level of fees that may be charged by all Enforcement Agents are set out in The Taking Control of Goods (Fees) Regulations 2014 and can be summarised as:

**£75 – Compliance stage.** This fee becomes payable by the debtor as soon as a case is sent to an Enforcement Agent and covers all activities including case set-up, letters, phone calls, tracing, insolvency searches, setting up and monitoring payment arrangements.

**£235 (plus 7.5% of the debt if the debt exceeds £1,500) – Enforcement stage.** This fee is payable in addition to the £75 fee as soon as the Enforcement Agent makes a visit to a debtor's property. It covers the costs involved of attending and entering premises, taking control of goods, letters, setting up and monitoring payment arrangements following attendance at the debtor's premises, attending and re-entering premises on a subsequent occasion.

**£110 (plus 7.5% of the debt if the debt exceeds £1,500) – sale or disposal stage.** This comprises all activities relating to enforcement from the first attendance at the property for the purpose of transporting goods to the place of sale, or from commencing preparation for sale if the sale is to be held on the premises, until the completion of the sale or disposal. It also includes the administration costs associated with the sale including provision of receipts, statements and other post-sale administration.

To avoid the need for the involvement of Enforcement Agents and additional costs becoming payable you **must** pay the outstanding amount.

**YOU MUST DO THIS BEFORE THE END OF THE PERIOD OF 7 DAYS BEGINNING WITH THE DATE ON WHICH THIS LETTER IS SENT TO YOU**

**Please note it is too late to challenge the issue of the PCN.**

If you have any questions about making this payment or require further information you should contact Parking Services on 0345 600 6400.

Yours sincerely

*Parking Services*

Parking Services