

Penalty Charge Notice

Section 144 Transport Act 2000 and Bus Lane Contraventions
(Penalty Charges, Adjudication and Enforcement) (England) Regulations 2005



Portsmouth
CITY COUNCIL

**Transport, Environment
& Business Support**
Civic Offices, Guildhall Square
Portsmouth, PO1 2NE

«NTO_Address_Name»
«Offender_Address_1»
«Offender_Address_2»
«Offender_Address_3»
«Offender_Address_4»
«Offender_Town»
«Offender_County»
«Offender_Post_Code»

DO NOT IGNORE THIS NOTICE

Date and Time of Detection:	«PCN_Issue_Date» «PCN_Issue_Time»
Vehicle Registration Number, Make & Colour:	«PCN_Registration_Number» «PCN_Vehicle_Make» «PCN_Vehicle_Colour»
Penalty Charge Notice:	«PCN_Ticket_Number»
Date of this Notice:	«PCN_Corresp_Date»

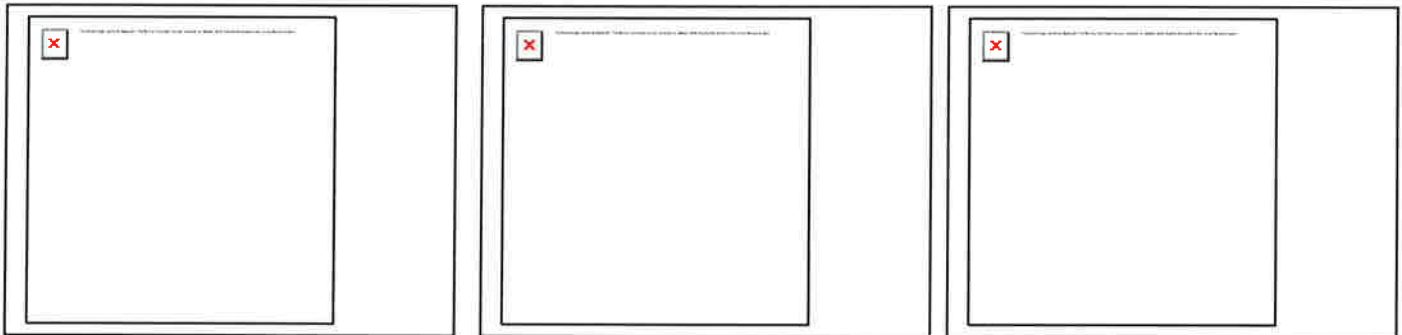
Portsmouth City Council believes that a Penalty Charge is payable for the following alleged contravention:

«PCN_Offence_Code» «PCN_Offence_Long_Description» (as defined in S.144(5) Transport Act 2000)

The vehicle was seen in «PCN_Street_or_Carpark_Name»

At «PCN_Issue_Time», on «PCN_Issue_Date». The alleged contravention was noted by «PCN_Attendant_Number».

This Penalty Charge Notice has been served by post on the basis of a record produced by an approved device and also acts as the Notice to Owner. The attached photographs were extracted from digital video images, captured by either a manned or unmanned roadside camera from the time stated above and, in the Authority's opinion, establish the contravention.



This Penalty Charge Notice (PCN) has been sent to you as the registered owner, hirer or trader of the vehicle at the time the PCN was issued.

You must pay the Penalty Charge or make representations to the Council before the end of the 28 day period beginning with the date of service of this Notice. (Date of service is taken to be the second working day after the day on which the Notice is dated).

PAYMENT: The Penalty Charge is £«PCN_Amount_of_Full_Fine» and must be paid 28 days from the date of service of this Notice. *IF PAYMENT OF THE PENALTY CHARGE IS RECEIVED BY THE COUNCIL WITHIN 14 DAYS FROM THE DATE OF SERVICE OF THIS NOTICE A REDUCED AMOUNT OF £«PCN_Amount_Outstanding» IS PAYABLE.*

REPRESENTATION: If you believe you have valid reasons, you can make representation against paying the Penalty Charge. The Grounds on which you can make representation and how to do this are set out further in this document. Any representation made outside this 28 day period may be disregarded by the Council.

IF YOU DO NEITHER OF THESE THINGS WITHIN 28 DAYS FROM THE DATE OF SERVICE OF THIS NOTICE, THE COUNCIL WILL SERVE A CHARGE CERTIFICATE INCREASING THE PENALTY BY 50% TO £90 AND TAKE STEPS TO ENFORCE THE PAYMENT OF THIS SUM

PAYMENT (please detach this slip and enclose it with your payment)

Please write the PCN No on the reverse of cheques which should be made payable to Portsmouth City Council
Please complete in block capitals

Name

Address

Vehicle Registration Number	«PCN_Registration_Number»
Penalty Charge Notice Number	«PCN_Ticket_Number»
Date of Issue of this Notice	«PCN_Corresp_Date»

How to pay

By telephone – credit/debit card payments only. Automated payment line 0800 8766576 (24 hours/7 days a week) or 023 9268 8310 during office hours. Please have your card, vehicle details and PCN number ready.

Online at www.portsmouth.gov.uk and clicking on "Pay"

By post using the payment slip on page 1 to: Transport, Environment & Business Support, Civic Offices, Guildhall Square, Portsmouth PO1 2NE. Please allow 2 working days for 1st class post and 5 working days for 2nd class post.

In person at the Civic Offices, Guildhall Square during office hours

How to make representations

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

Online: parkingtickets.portsmouth.gov.uk

Post to: Transport, Environment & Business Support, Civic Offices, Guildhall Square, Portsmouth, PO1 2NE

If you are unable to use any of the above methods or have any other enquiry, please telephone 023 9268 8310.

For further information on bus lane enforcement please refer to our website www.portsmouth.gov.uk

Representations which are made after the end of the 28 day period specified on the first page of this

Penalty Charge 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 that it was not. If you submit your representations late, you should explain why.

The statutory grounds on which representations may be made are set out on page 3, together with 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 on the following page. This Notice **will** be cancelled if one or more of the statutory grounds is established. This Notice **may** be cancelled for other compelling reasons even if none of the statutory 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, Portsmouth City Council will let you know its decision in writing. If your representations are rejected, you have the right to appeal against that decision on any of the statutory grounds to the independent Bus Lane Adjudicator. An appeal form will be sent with the letter rejecting your representations, which will explain how and when to appeal to the Adjudicator.

You may view the still images/video footage using the Council's website parkingtickets.portsmouth.gov.uk You may also make a request to review the recording at the Civic Offices, during office hours. This request must be in writing. You may also make a written request for a still image of the contravention to be sent to you. These services are free of charge.



The statutory grounds

Please tick relevant box

The alleged contravention did not occur.
If you believe the contravention did not happen or you believe an exemption to the regulation applies, for example you were forced to drive into the bus lane for some reason, please use this ground and give full details overleaf.

The circumstances leading to the issue of the PCN are subject to criminal proceedings or a Fixed Penalty Notice has been issued.
You should use these grounds if the matter has been dealt with by the Police or a Fixed Penalty Notice has been issued. Please remember to include any supporting documents with your representation.

I was not the owner of the vehicle at the time of the alleged contravention.
If you sold the vehicle before the date of the contravention, or bought it after that date, you must tell us the name and address of the person who bought it from you, or sold it to you, together with the date of exchange. You should also supply whatever evidence of the sale you may have (such as a sales receipt, invoice etc).

I was not the hirer of the vehicle at the time of the alleged contravention/I was the hirer of the vehicle but I had not signed a statement of liability.
If you have been elected by a car hire company as the hirer of a vehicle at the time of the contravention, but you dispute this or dispute that you signed a statement of liability, you should use this ground and supply any documentary evidence you have in your possession to support your assertion.

I was the registered keeper of the vehicle on the date of the alleged contravention, however:

We are a hire company and the hirer had signed a statement accepting liability.
Please supply a copy of the signed agreement and supply the name and address of the hirer overleaf.

The vehicle was being kept by a vehicle trader at the time of the contravention.
If you were not the keeper at the time of the contravention as the vehicle was being kept by a vehicle trader, please supply any documentary evidence you may have.

The vehicle was being used without my consent at the time of the alleged contravention.
If the vehicle had been stolen please provide details of the police crime reference or insurance claim.

The Penalty Charge exceeded the amount applicable in the circumstances of the case.
Please use this ground if you think you are being asked to pay more than you should legally pay.

Other grounds

Penalty Charge Notice Number PO

P	O								
---	---	--	--	--	--	--	--	--	--

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 below

Write your representations here
(use continuation sheets if necessary)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Name and address of buyer/seller/hirer/trader of vehicle (if relevant)

.....

.....

.....

.....

.....

.....

.....

Statement of truth

I confirm that my representations are true to the best of my knowledge. I realise that making a false statement may result in prosecution and a fine upon conviction of up to level 5 on the standard scale (currently £5,000).

Signature.....

Date:

NAME (in capitals).....

Position in company (if relevant).....