

Penalty Charge Notice (PCN)

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



Portsmouth
CITY COUNCIL

Transport, Environment &
Business Support, Civic Offices,
Guildhall Sq. 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»

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.

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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 21 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 £«PCN_CC_Charge» 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

- **Online** at www.portsmouth.gov.uk and clicking on 'pay'.
- **By telephone** – credit/debit card payments only. Automated payment line 0800 8766576 (24 hours/7 days a week). Please have your card, vehicle details and PCN number ready.
- **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 opening hours. Payment may also be made at any Portsmouth City Council Area Housing Office.

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:

Web: parkingtickets.portsmouth.gov.uk

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

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

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. For more information on this, please refer to page 3 of this Notice. 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 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, Portsmouth City 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 on it. 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 that decision to an independent adjudicator. The letter rejecting your representations will explain how and when to appeal to the adjudicator.

Portsmouth City Council's policy about late representations, representations not covered by the statutory grounds and extension of the time for the payment of the discounted penalty can be found on www.portsmouth.gov.uk. Further information about Civil Parking Enforcement (including PCNs and NtOs) is available online at www.patrol-uk.info or in a leaflet available from Portsmouth City Council.

You may view the still images/video footage on the council's website parkingtickets.portsmouth.gov.uk

You may also make a request to review the recording at the Civic Offices, during opening 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.

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The specified grounds (please tick relevant box)

The parking ticket (pcn) was incorrectly issued because:

- ☐ **The alleged contravention did not occur** (Please explain why you believe 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 owner's name and address if you have it. Please also provide the date of the transaction and any other details, and include copies of any documents such as an invoice or bill of sale)
- ☐ **The vehicle had 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 eg 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 qualifies by containing prescribed particulars. You **must** supply the name and address of the hirer. Please also supply a copy of the signed agreement).
- ☐ **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 Portsmouth City 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 Regulations. 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*)
- ☐ **The Civil Enforcement Officer was not prevented by some person from fixing the PCN to the vehicle concerned or handing it to the person in charge of the vehicle** (Tick this box only if you received the penalty charge notice through the post because the civil enforcement officer could not issue it at the scene of contravention because he was prevented from doing so)

See page 4 for other grounds

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.
- (4) A document may be transmitted to a vehicle hire firm (as defined in regulation 5(4)) by a means of electronic data transmission where –
- (a) the vehicle hire 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 specified 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"

Other Grounds

Penalty Charge Notice Number

☐ 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 of vehicle (if relevant)

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)