

«Offender\_Title» «Offender\_Initials»  
«Offender\_Surname»  
«Offender\_Address\_1»  
«Offender\_Address\_2»  
«Offender\_Address\_3»  
«Offender\_Town»  
«Offender\_County»  
«Offender\_Post\_Code»

Your Ref: «PCN\_Ticket\_Number»

Web: <https://parking.reading.gov.uk/>

Date: «Generate\_Date\_In\_Full»

Your Contact is: Parking Services

Dear Offender Title Offender Surname

**Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England)  
Regulations 2005**

Penalty Charge Notice Number: «PCN\_Ticket\_Number»  
Vehicle Registration Number: «PCN\_Registration\_Number»  
Date of Contravention: «PCN\_Contravention\_Date»

**Notice of Rejection of Representations**

I refer to the representations made by you recently in connection with the issue of the above Penalty Charge Notice. The contravention of being in a Bus Lane occurred on «PCN\_Contravention\_Date» at «PCN\_Contravention\_Time» to a «PCN\_Vehicle\_Make», registration «PCN\_Registration\_Number».

Your representation has been considered by this office in accordance with the requirement of the Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2005, but after full consideration of the representations made and all other circumstances relating to the issue of Penalty Charge Notice, I have to advise you that grounds for representation against the Penalty Charge Notice have not been established. This Notice is issued as a formal Notice of Rejection under regulation 10 of the Bus Lane Contraventions Regulations 2005.

Unless you appeal to the Independent Bus Lane Adjudicator as described below, you must pay the Penalty Charge of «PCN\_Amount\_Outstanding» to Reading Borough Council 28 days from the date of service of this Rejection Notice. Failure to pay may result in the issue of a charge certificate by the Local Authority, which will increase the Charge due by 50%. If the increased Penalty Charge is not then paid within a further 14 days, the Local Authority may apply to the county court to recover the charge as if it were a debt under a county court order.

You may appeal on specified grounds 28 days from the date of service of this Rejection Notice to the Independent Bus Lane Adjudicator at the address specified as set out below. The adjudicator will consider your appeal and make a decision which is binding on both you and the issuing Local Authority. You should be aware that in prescribed circumstances the Adjudicator may award costs against you if he considers that your appeal is vexatious or frivolous, or your conduct in making and pursuing the appeal is wholly unreasonable. Equally, costs may be awarded against the Council if it is considered to have acted in any of these ways. The adjudicator shall not normally make an order awarding costs and expenses.



**Reading**  
Borough Council

Working better with you

If you disagree with the council's decision you can appeal to the independent adjudicator at the **Traffic Penalty Tribunal**. The adjudicators are independent of the council and their decision is final.

You can appeal now by visiting the tribunal's website: [www.trafficpenaltytribunal.gov.uk/appeal](http://www.trafficpenaltytribunal.gov.uk/appeal)

The website explains what the adjudicator can consider and how to appeal. There is no charge for appealing and costs are not normally awarded. The website gives full details. **You will need the information in the box below to hand when you begin your appeal.**

Notice of Rejection date: «Generate\_Date\_In\_Full»

PCN number(s): «PCN\_Ticket\_Number»

Vehicle Registration Mark: «PCN\_Registration\_Number»

Online Code: «NPAS\_PIN\_Number»

**You should appeal within 28 days of delivery of this Notice of Rejection (usually 2 working days after the 'Notice of Rejection' date above – our website explains this)**

If you are unable to appeal online you may request a paper form from the Traffic Penalty Tribunal by calling **01625 44 55 99** and leaving your name, address, telephone number, vehicle registration mark and penalty charge notice number.



**Traffic Penalty Tribunal** England and Wales

Yours sincerely

A handwritten signature in black ink, appearing to be 'P. D.' or similar.

Parking Services