



South Essex
Parking Partnership



SOUTH ESSEX

For on-street parking contraventions:

This Penalty Charge Notice (PCN) is issued by the South Essex Parking Partnership as agent for the enforcement authority, Essex County Council. The South Essex Parking Partnership is responsible (under agency arrangements with Essex County Council) for the enforcement of on-street parking restrictions within the Borough/City/District of Basildon, Brentwood, Castle Point, Chelmsford, Maldon and Rochford.

Full details of partnership arrangements can be obtained on request. Please see the reverse for contact details.



For off-street car park contraventions:

Where this PCN is issued in a public car park within the City of Chelmsford, the enforcement authority is Chelmsford City Council. Where this PCN is issued in the Borough/District of

with Chelmsford City Council acting as its agent.

Please note:

All communications relating to this PCN should be directed to Chelmsford City Council (the lead authority for the partnership).

PENALTY CHARGE NOTICE

TRAFFIC MANAGEMENT ACT 2004

s.78; Civil Enforcement of Parking Contraventions (England) General Regulations 2007;
Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007.

PCN Number:

Served on:

by Civil Enforcement Officer (CEO) SE

who had reason to believe that the following
contravention had occurred and that a penalty
charge is now payable:

Code:

Date of contravention:

Time of contravention:

Location:

Vehicle registration:

Make:

Colour:

Tax disc: Expiry:

Observed from to

A penalty charge of £70 is now payable and must be paid not later than the last day of the period of 28 days beginning with the date on which this PCN was served (i.e.).

The penalty charge will be reduced by a discount of 50% to £35 if it is paid not later than the last day of the period of 14 days beginning with the date on which this PCN was served (i.e.).

SEE THE REVERSE FOR:

- how to pay this PCN
- how to challenge this PCN
- what happens if you do not pay

PCN Number:

Served on:

Vehicle registration:

At:

How to pay:

By telephone: 0300 456 0489

- Automated payments line (24 hours a day, seven days a week)
- Credit/Debit card payments only (we do not accept American Express)
- Make sure that you have the PCN number and the vehicle registration number ready

Online: www.chelmsford.gov.uk/payments

By post: South Essex Parking Partnership
Chelmsford City Council
Civic Centre
Duke Street
Chelmsford
Essex, CM1 1JE

- Send a cheque or postal order to the above address, made payable to Chelmsford City Council and with the PCN number on the reverse
- Allow two working days for 1st class post
- Allow five working days for 2nd class post

By cash: All PayPoint or Post Office outlets  

- Take this PCN with you so that the barcode on the front of the PCN can be scanned and payment taken

How to challenge (if you do not wish to pay):

Online: www.chelmsford.gov.uk/challenges

By post: As above

Please quote the PCN number, the vehicle registration number and your full name and address in all contacts.

Details of the enforcement authority's policy and approach to challenges can be found online (www.chelmsford.gov.uk/parking) or seen at the above address.

All cases will be considered on their individual circumstances.

If you challenge this PCN within the 14-day discount period, the discount rate will remain frozen until the enforcement authority responds.

If the challenge is accepted, the charge will be cancelled.

If the challenge is not accepted, the enforcement authority will decide whether to re-offer the 14-day discount period dependent on the circumstances of the individual case.

Any charges that remain unpaid will be dealt with as follows:

If the Penalty Charge is not paid or challenged:

If the Penalty Charge is not paid before the end of the period of 28 days as specified on the front of this notice (and not successfully challenged as above), the enforcement authority may serve a Notice to Owner (NtO) on the owner of the vehicle requiring payment of the Penalty Charge.

The person on whom an NtO is served will be entitled to make representations to the enforcement authority against the PCN and may appeal to an adjudicator if those representations are rejected.

If challenges against the PCN are received at the specified address before the NtO is served, they will be considered (see above).

If, however, an NtO is served notwithstanding those representations, representations against the PCN must be made in the form and manner and at the time specified in the NtO.

If these representations are accepted, the NtO will be cancelled.

If these representations are rejected, a Notice of Rejection (NoR) will be issued and then there is a right of appeal to the independent Traffic Penalty Tribunal.

Full details of how to do this will be issued by the enforcement authority in both the NtO and NoR or from the adjudicators' website (www.trafficpenaltytribunal.gov.uk).

Further information about Civil Parking Enforcement (including PCNs, NtOs and NoRs) is available online (www.patrol-uk.info or www.chelmsford.gov.uk/parking).

Data Protection Declaration:

Chelmsford City Council (the lead authority for the South Essex Parking Partnership) will process data collected through the issuing of a PCN in order to enforce the parking restrictions.

As a contravention has occurred, your personal data may be collected, processed, shared and retained in order to carry out the performance of a public task and fulfil our legal obligation.

We may share your information with the DVLA for the purpose of obtaining vehicle ownership or with enforcement agencies to recover outstanding amounts relating to a PCN.

Further information on how we process your data and your rights can be found in our privacy policy online (www.chelmsford.gov.uk/privacy).