

**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) Representation and Appeals Regulations 2007

Where this Penalty Charge Notice (PCN) is issued for a contravention in an off-street car park, the enforcement authority is Rushmoor Borough Council. In all other cases the enforcement authority is Hampshire County Council, with Rushmoor Borough Council acting as its agent under delegated powers.

**PCN Number**  
**Served on:**  
**Civil Enforcement Officer**  
who had the reasonable cause to believe that the following parking contravention has occurred and that a penalty charge notice is now payable:

**Contravention Date:**  
**Contravention Time:**  
**Location:**

**Registration:**  
**Make/Colour:**

A penalty charge of £ 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.

The penalty charge will be reduced by a discount of 50% to £ if it is paid no later than the last day of the period of 14 days beginning with the date on which this PCN was served.

On the back of this PCN you will find information on:

- How to pay
- How to challenge this PCN
- What happens if the PCN is not paid


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**PAYMENT SLIP**

**PCN Number:**  
**Vehicle Registration:**  
**Contravention Date:**  
**Contravention Time:**

**How to pay:**

- **Online:** [www.rushmoor.gov.uk/parkingfine](http://www.rushmoor.gov.uk/parkingfine) or 
- **By telephone, at anytime:** please call (01252)398373 (Please have your Penalty Charge Notice number and credit/debit card to hand).
- **By post,** to Rushmoor Borough Council, PO Box 312, Farnborough Road, Farnborough, Hampshire, GU14 8WH. Please enclose the PCN payment slip. Please do not send cash through the post and allow 2 working days for 1st class post and 5 working days for 2nd class post.
- **In person,** Rushmoor Borough Council, Farnborough Road, Farnborough, Hampshire, GU14 8WH. Mon - Thurs 8.30am-5pm, Fri 8.30am-4.30pm
- **To view your Notice online:** [www.rushmoor.gov.uk/parkingfine](http://www.rushmoor.gov.uk/parkingfine)
- **If you wish to challenge this PCN**
- **Online:** [www.rushmoor.gov.uk/parkingfine](http://www.rushmoor.gov.uk/parkingfine) or Email: [parking@rushmoor.gov.uk](mailto:parking@rushmoor.gov.uk)  
(please provide your vehicle registration number, the PCN notice number and your contact details and explain why you believe the Notice should be cancelled).

Alternatively, you can write to us at the above address.

If you challenge this PCN within 14 days your representations will be considered. If we reject your challenge, we will decide in each case whether to extend the period within which the reduced penalty charge may be paid.

**If the penalty charge is not paid or challenged**

If the penalty charge is not paid before the end of the 28 day period specified on the front of this notice, or successfully challenged, the enforcement authority (\*) may serve a Notice to Owner (NtO) on the owner of the vehicle, requiring payment of the penalty charge. The owner can then make representations to the enforcement authority and may appeal to an independent adjudicator if those representations are rejected. The NtO will contain instructions for doing this. If you challenge this PCN but the council issues an NtO anyway, the owner must follow the instructions on the NtO.

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Further information about the council's policy on enforcement and challenges can be found at [www.rushmoor.gov.uk/parking](http://www.rushmoor.gov.uk/parking). Information about Civil Parking Enforcement can be found at [www.patrol-uk.info](http://www.patrol-uk.info)

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If you pay by post and wish to provide the following information, we can contact you if there is a problem (such as an incorrectly completed or missing cheque) which may avoid further charges.

Name .....

Address .....

Phone Number .....