

# NOTICE TO OWNER

Traffic Management Act 2004, s82; The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 and The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007



This Notice to Owner has been issued to you by St Albans City and District Council because the Penalty Charge Notice (PCN) has not been paid in full and you are registered as the owner/ keeper/ hirer on the date on which the PCN was issued to the vehicle.



**Notice to Owner Date:**

**Date of Posting:**

**PCN Number:**

**Vehicle Registration Number:**

**Contravention:**

**Location:**

**Date of Contravention:**

**Time of Contravention:**

**Date of Service of PCN:**

**THE PENALTY CHARGE HAS NOT BEEN PAID**

**Penalty Charge Amount £**

**Amount Paid to date: £**

**Payment Now Due: £**

The person appearing to be in charge of the vehicle was served with a PCN and was given 14 days to pay a discounted charge as shown on the PCN. Any amount already paid is shown above but was insufficient to clear the charge in full. As the registered owner / keeper / hirer of the vehicle you are legally liable for the PCN even if you were not the driver at the time. It is now too late to pay the discounted amount. You must take one of the following actions within 28 days of service of this notice.

Make **PAYMENT IN FULL** or Make a **REPRESENTATION**

**YOU MUST NOT IGNORE THIS NOTICE OR PASS IT TO THE DRIVER.** If by the end of the 28 day period specified above you have failed to pay, or make Representations to the Council under regulation 4 of the Representations and Appeals Regulations, the Penalty Charge may be increased by 50% to £ and a Charge Certificate served on you. If you do not pay in full the amount shown on the Charge Certificate, the Council may register it as a debt at the County Court. A warrant will then be issued and passed to our bailiffs for recovery. Enforcement action by the bailiff will result in them adding their own fees to the Penalty Charge.



## PAYMENT SLIP

You must complete the slip overleaf in block capitals and return it with your payment to the address below

The Parking Shop  
Drovers Way Car Park  
Drovers Way  
St Albans  
AL3 5EB

**Penalty Charge Notice**

**Registration Number**

**Date of Contravention**

# PAYMENT OPTIONS

**Payment should only be made if the Penalty Charge Notice is not disputed**

## PHONE

Payment may be made by credit or debit card by telephoning 0845 305 2131. Please ensure you have your Penalty Charge Notice number and card to hand and are aware of the charge payable. Lines are open 24 hours, 7 days a week.

## POST

Cheques or Postal Orders should be made payable to St Albans City and District Council and returned with the completed payment slip, **do not send cash**. Please write the Penalty Charge Number or your vehicle registration number on the reverse.

All postal payments should be sent to

The Parking Shop  
Drovers Way Car Park  
Drovers Way  
St Albans  
AL3 5EB

## IN PERSON

Call in at the Parking Shop at the address shown above between 8:00am and 6:00pm Monday to Saturday. Cash, cheques, postal orders and most major credit/debit cards are acceptable methods of payment.

## GENERAL ENQUIRIES

To make an enquiry about this Notice or for other parking information

**PHONE:** 01727 869593

**IN PERSON:** At the Parking Shop

**EMAIL:** stalbansparkingshop@nslservices.co.uk

## PAY OR DISPUTE

- PAY - Pay the Penalty Charge in full using one of the above methods
- DISPUTE - Make Representation to the Council

There are set grounds on which you may make Representations. If you think that one or more of the listed grounds (section 1 of this document) applies to your case complete the form and return to the Council. If you are unsuccessful the letter you receive from us will explain why we have made this decision and how you can appeal to the independent adjudicator should you choose that option.

## Data Protection Statement

Data collected through the issuing of this Notice to Owner will be used for enforcement of traffic, offences, contraventions and other associated purposes. This data may also be disclosed to other Councils and enforcement agencies. All processing of this data will be in accordance with the Data Protection Act 1998.

- It is St Albans City and District Council policy to take digital images as supporting evidence against this contravention
- It is St Albans City and District Council policy to consider the clamping and removal of vehicles defined as persistent evaders

## PAYMENT DETAILS

Please make cheques payable to: St Albans City and District Council.  
Send to the address overleaf and include this payment slip.

PCN number AB

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

## DEBIT/CREDIT CARD

Pay by phone on 0845 305 2131  
**24 hours 7 days a week**

Pay on line [www.stalbans.gov.uk](http://www.stalbans.gov.uk)

**Please do not send Debit  
card/Credit card details through  
the post**

# MAKING A REPRESENTATION

Traffic Management Act 2004, The Civil Enforcement of Parking Contraventions (England) General Regulations 2007 and The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007

From:

Penalty Charge Notice

Vehicle Registration Number:

Date of Notice to Owner:

The Traffic Management Act 2004 sets out grounds (see below) on which you may make Representations. Your Representation should be made not later than the last day of the period of 28 days beginning with the date on which this notice is served. Any Representations made after this date may be disregarded.

If your Representation is successful a Notice of Acceptance will be issued and the Penalty Charge cancelled. If your Representation is unsuccessful, a Notice of Rejection will be issued and you must either pay the PCN in full or appeal to an adjudicator, who will independently consider your Appeal. An appeal form will be included with the Notice of Rejection, which you should complete and send to the Traffic Penalty Tribunal at the address shown on the form. Details of the appeals procedure will be sent with the Notice of Rejection.

## SECTION 1: GROUNDS FOR REPRESENTATIONS

Please tick the grounds on which you are making a Representation.

**I am not liable to pay the Penalty Charge because:**

- I was not the owner at the time of the alleged contravention.**  
Please complete Section 2
- The vehicle was parked by a person who was in control of it without my consent.**  
Supply proof such as a police crime reference number and police station address or insurance claim in Section 3
- We are a hire firm and the person hiring the vehicle signed a statement accepting liability.**  
Supply a copy of the signed hire agreement including the name and address of the hirer. Please complete Section 4.
- The alleged contravention did not occur.**  
In Section 3 explain why you believe no contravention took place.
- The Penalty Charge exceeded the amount applicable in the circumstances of the case.**  
That is, you have been asked to pay more than you think you are legally liable to pay. Please complete Section 3.
- The Civil Enforcement Officer was not prevented from serving the Penalty Charge Notice.**  
You received the Penalty Charge Notice by post, as the Civil Enforcement Officer was prevented from issuing the Penalty Charge Notice at the scene. Please complete Section 3.
- The relevant designation order was invalid.**  
You believe the parking restriction in question was invalid or illegal. Please complete Section 3.
- There has been a procedural impropriety on behalf of the authority.**  
Please complete Section 3 stating why you believe the authority has acted improperly or in breach of the regulations.
- The Penalty Charge Notice was paid, either in full or at the discounted rate within the discounted period.**

**If none of the grounds shown above apply but you believe there are mitigating circumstances in your case, please complete Section 3.**

## SECTION 2: OWNERSHIP INFORMATION

I was not the owner of the vehicle when the Penalty Charge Notice was issued because:

- I have never owned the vehicle
- I ceased to be the owner of the vehicle before the date of the alleged contravention
- I became the owner of the vehicle after the date of the alleged contravention

Name and address of the buyer or seller of the vehicle (Block capitals).  
Please provide copy of relevant documentation.

Name _____
Address _____
_____ Post code _____

Date ownership of vehicle ceased:

Date ownership of vehicle commenced:

## SECTION 3: EVIDENCE DETAILS

Please give details of your Representation or mitigating circumstances and include any supporting evidence

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Continue on separate piece of paper if necessary - ensure PCN number is quoted if used

## SECTION 4: DECLARATION

**This declaration MUST be signed in order for your Representation to be considered.**

I can confirm that all the information given is correct. I realise that making a false statement is an offence and may result in prosecution and a fine upon conviction of up to £5000.

Signature _____ Date _____
Name (Block Capitals) _____

Please return the completed REPRESENTATION form along with any supporting documentation to:

The Parking Shop  
Drovers Way Car Park  
Drovers Way  
St Albans  
AL3 5EB