



Waverley Borough Council, Council Offices  
The Bury, Godalming, Surrey, GU7 1HR  
The Parking Office - Tel: **01483 523408**  
Email: [parking@waverley.gov.uk](mailto:parking@waverley.gov.uk)

«Offender\_Address\_Name\_Wav»  
«Offender\_Address\_1»  
«Offender\_Address\_2»  
«Offender\_Address\_3»  
«Offender\_Address\_4»  
«Offender\_Town»  
«Offender\_County»  
«Offender\_Post\_Code»

**ENFORCEMENT AUTHORITY: WAVERLEY BOROUGH COUNCIL  
CHARGE CERTIFICATE**

Traffic Management Act 2004; Civil Enforcement of Parking Contraventions (England) General Regulations 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007; Civil Enforcement of Parking Contraventions (Guidelines on Level of Charges) (England) 2007

**PLEASE NOTE: This Certificate has been issued to you because payment of the penalty charge in respect of the parking contravention identified below has not been received. You are now required to pay an increased penalty charge as explained below.**

**Date of this Certificate and Date of Posting:** «PCN\_Corresp\_Date»

**To:** «Offender\_Addressee»

**On** «PCN\_NTO\_Date» **a Notice to Owner Notice was served on you as the person appearing to be the owner or hirer of:**

**Vehicle Registration No:** «Ticket\_Registration\_Number» **Make:** «Ticket\_Vehicle\_Make»  
**Tax Disc:** «Ticket\_Tax\_Disc\_Number» **Expiry:** «Ticket\_Tax\_Disc\_Expiry\_Date»

**In respect of the following parking contravention:**

«Ticket\_Offence\_Long\_Desc»

**Date of contravention:** «Ticket\_Issue\_Date» **Location:** «Ticket\_Street\_or\_Carpark\_Name»

**Time** «Ticket\_Issue\_Time»

**Penalty Charge Notice No:** «Ticket\_Ticket\_Number»

**The Penalty Charge in respect of this parking contravention was £«Amount\_of\_Full\_Fine». To date £«Amount\_Paid\_to\_date» has been received** As the penalty charge has not been paid within the relevant period the penalty charge in question has been increased by 50% to £«PCN\_CC\_Total». The amount outstanding is £«Amount\_Outstanding»

**PLEASE NOTE: If this increased penalty charge is not paid before the end of the period of 14 days beginning with the date on which this certificate is served, Waverley may, if a County Court so orders, recover this increased charge as if it were payable under a County Court order.**

**This certificate will have been taken to be served on the second working day after the day of posting unless you can show it was not.**

## **HOW TO PAY A PENALTY CHARGE**

**PENALTY CHARGE NO: «Ticket\_Ticket\_Number»**

**THE AMOUNT DUE IS: £«Amount\_Outstanding»**

You can pay by either credit card or debit card via Waverley's website or by telephone. We do not accept American Express, Diners Club or JCB cards. You will need the penalty charge reference number when you pay. Your reference is «Ticket\_Ticket\_Number»

### **Waverley's Website**

[www.waverley.gov.uk/payments](http://www.waverley.gov.uk/payments)

### **By Telephone**

The automated 24-hour payment line is available 7 days a week.  
Please telephone: 01483 861498

Alternatively you may pay by **Postal order**. The postal order should be made payable to Waverley Borough Council. The penalty charge reference number should be written on the reverse. Please send to:

The Director of Finance  
Waverley Borough Council  
The Burys,  
Godalming,  
Surrey, GU7 1HR

**Please do not send cash through the post. The Council cannot accept any liability for any cash or postal order lost in the postal service.**