



Tonbridge & Malling Borough Council

Charge Certificate

Traffic Management Act 2004 s82; Civil Enforcement of Parking Contraventions (England) General Regulations 2007;

Civil Enforcement of Parking Contraventions (England) Representations and Appeal Regulations 2007;

Civil Enforcement of Parking Contraventions (Guidelines on levels of Charges) (England) Order 2007

To Replica
TMBC
Gibson Building
Gibson Drive
Kent
ME19 4LZ

Date of this Certificate and Date of Posting

24 October 2016

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.

On A Notice to Owner was served on you as the person appearing to be the owner or hirer of

Vehicle Registration Number: TPTREPLI Make: Abarth Colour: Black

Tax Disc: Expiry:

in respect of which Penalty Charge Notice Number (PCN): TN00000016 was served on 23 October 2016

by Civil Enforcement Officer (CEO): Test01

In respect of the following contravention: Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock. (code 83)

Location: Angel CP, Tonbridge

Date of Contravention: 23 October 2016 Time 10:00:00

The penalty charge in respect of the contravention was **£50.00**. As the penalty charge has not been paid within the relevant period the penalty charge in question is now increased by 50% to **£75.00**. To date **£0.00** has been received. **£75.00** is 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, the enforcement authority may, if a county court so orders, recover this increased charge as if it were payable under a county court order.

This certificate will be taken to have been served on the second working day after the day of posting unless you can show that it was not. *For more information on this, please turn to the reverse page of this Certificate. (Note C)*

If you are having difficulty reading this document and would like the information in another format, please call 01732 876034 or email parking.office@tmbc.gov.uk

The relevant period

1. The relevant period within which the penalty charge should have been paid is the period of 28 days beginning-
 - a. Where no representations have been made under regulation 4 of the representations and Appeals Regulations, with the date on which the notice to owner is served;
 - b. Where-
 - i. Such representations have been made;
 - ii. A notice of rejection was served by the authority concerned; and
 - iii. No appeal against the notice of rejection is served;
 - c. Where an adjudicator has, under regulation 7(4) of the Representations and Appeals Regulations, recommended the enforcement authority to cancel the notice to owner, with the date on which the enforcement authority notified the appellant under regulation 7(5) of those Regulations that it does not accept the recommendation; or
 - d. In a case not falling within subparagraph (c) above where there has been an unsuccessful appeal to an adjudicator under the representations and Appeals regulations against a notice of rejection, with the date on which notice of the adjudicators' decision was served on the appellant.
2. Where an appeal against a notice of rejection was made but was withdrawn before the adjudicator served notice of his decision, the relevant period in relation to a notice to owner is the period of 14 days beginning with the date on which the appeal was withdrawn.

The rule relating to service (Note C)

The Civil Enforcement of Parking Contraventions (England) Regulations 2007: Regulation 3

“Service by post

3. – (1) Subject to paragraph (5), any notice (except a penalty charge notice served under regulation 9) or a charge certificate under these regulations-
 - a. May be served by first class (but not second class) post; and
 - b. Where the person on whom it is to be served is a body corporate, is duly served if it is sent by first class post to the secretary or clerk of that body.
- (2) Service of a notice or charge certificate containing a letter sent by first class post which has been properly addressed, pre-paid and posted shall, unless the contrary is proved, be taken to have been effected on the second working after the day of posting.
- (3) In paragraph (2), “working day” means any day except –
 - a. A Saturday or Sunday;
 - b. New Year's Day;
 - c. Good Friday;
 - d. Christmas Day;
 - e. Any other day which is a bank holiday in England and Wales under the Banking and Financial Dealings act 1971.
- (4) A document may be transmitted to a vehicle hire firm (as defined in regulation 5(4)) by means of electronic data transmission where
 - a. The vehicle hire firm has indicated in writing to the person sending the notice or document that it is willing to regard a document as having been duly sent to it if it is transmitted to a specified electronic address; and
 - b. The document is transmitted to that address.

Nothing in this regulation applies to the service of any notice or order made by a county court.”

How to Pay



- **Online** at www.tmbc.gov.uk/parking Follow links to Parking. Have your card and vehicle details and PCN number ready.
- **By telephone** credit / debit card payments only. Automated payment line (24 hours / 7 days a week). Have card and vehicle details and PCN number ready.

Automated 01732 876099

Parking Office 01732 876034 (office hours only)

- **By post** using the payment slip to: Tonbridge & Malling Borough Council, Financial Services, Council Offices, Gibson Building, Gibson Drive, Kings Hill, West Malling, Kent. ME19 4LZ. Allow two working days for first class post and five for second class. **Please retain proof of postage** as this will be required in cases of late or non-delivery of payment.

Cheques payable to **Tonbridge & Malling Borough Council**. Please write the PCN number in the top left corner of the cheque.

- **In person** take your payment to our offices at Kings Hill or at Tonbridge Castle. Opening hours are as follows:-

Kings Hill - Monday to Friday 8:30 am to 5:00 pm

The Castle Tonbridge - Monday to Friday 8:30 am to 5:00 pm

Saturday 9:00 am to 5:00 pm

Sunday 10:30 am to 4:00 pm

Do not send cash or make a credit/debit card payment by post. Post dated cheques will not be accepted.

Payment Slip

Please complete this slip in block capitals and return it with your payment to the address on the back of this slip.

Penalty Charge Notice: TN00000016

Vehicle Registration No: TPTREPLI

Date of the Notice: 24 October 2016

Payment Amount Due: £75.00

Please retain proof of postage, this will need to be produced in a case of non delivery.

Name

Address

Post code



Payment Slip

Return address

Tonbridge & Malling Borough Council,
Financial Services,
Council Offices, Gibson Building,
Gibson Drive,
Kings Hill,
West Malling,
Kent.
ME19 4LZ