



[www.tmbc.gov.uk](http://www.tmbc.gov.uk)

[www.tmbc.gov.uk/parking](http://www.tmbc.gov.uk/parking)

[parking.office@tmbc.gov.uk](mailto:parking.office@tmbc.gov.uk)

Replica  
TMBC  
Gibson Building  
Gibson Drive  
Kent  
ME19 4LZ

Contact **Lisa Francis**  
Email [parking.office@tmbc.gov.uk](mailto:parking.office@tmbc.gov.uk)  
Ref KO00000016  
Date 24 October 2016

Dear **Sir/Madam**

**Traffic Management Act 2004**

**Penalty Charge Number: KO00000016**

**Location: Acorn Grove, Ditton**

**Notice of rejection of representations**

Thank you for your formal representations in respect of the Notice to Owner sent to you on 24 October 2016 in connection with the issue of the above Penalty Charge Notice.

I would advise you that a Penalty Charge Notice was issued because your vehicle was seen in Acorn Grove, Ditton, Parked in a restricted street during prescribed hours. It was first observed at [redacted] and the Notice was issued at 10:00 and the Civil Enforcement Officers notes show that the Notice was fixed to the windscreen of your vehicle.

I have considered the points you have raised and have reviewed the notes and photographs taken by the Civil Enforcement Officer at the time the Penalty Charge Notice was issued.

I must advise that after careful consideration for discretion I do not agree your grounds for challenging the Penalty Charge Notice have been established and this letter is issued as a formal Notice of Rejection under Part 6 of the Traffic Management Act 2004.

The Penalty Charge of £70.00 is now payable. This must be paid before the end of 28 days beginning with the date of service of this Notice.

Gibson Building, Gibson Drive, Kings Hill, West Malling, Kent, ME19 4LZ

Director of Street Scene, Leisure & Technical Services: Robert Styles BA (Hons) DMS M IMSPA

If you disagree with the council's decision you can appeal to the independent adjudicator at the **Traffic Penalty Tribunal**. The adjudicators are independent of the council and their decision is final.

You can appeal now by visiting the tribunal's website: [www.trafficpenaltytribunal.gov.uk/appeal](http://www.trafficpenaltytribunal.gov.uk/appeal)

The website explains what the adjudicator can consider and how to appeal. There is no charge for appealing and costs are not normally awarded. The website gives full details. You will need the information in the box below to hand when you begin your appeal.

Notice of Rejection date:

PCN number(s):

Vehicle Registration Mark:

Online Code:           76J616

You should appeal within 28 days of delivery of this Notice of Rejection (usually 2 working days after the 'Notice of Rejection' date above website explains this)

If you are unable to appeal online you may request a paper form from the Traffic Penalty Tribunal by calling **01625 44 55 99** and leaving your name address, telephone number, vehicle registration mark and penalty charge notice number.



**Traffic Penalty Tribunal** England and Wales

If you choose not to appeal and you fail to pay the outstanding charge of £70.00 within 28 days of the service of this notice a Charge Certificate will be issued which increases the amount owed by 50% to £105.00 (less any amount you have paid the Council.) If the increased Penalty Charge is not paid within a further 14 days of the issue of the Charge Certificate, the Council may apply to the County Court to recover the Charge as if it were a debt payable under a County Court Order.

Yours faithfully

Lisa Francis  
Parking Office

## Guidance Notes

### Parking Web Site

[www.tmbc.gov.uk/parking](http://www.tmbc.gov.uk/parking) - At the site you may;

- View information in respect of this PCN to include its current state and the amount outstanding
- Correspond with the Parking Office via e mail
- Pay the Penalty Charge

### Independent Advice

General Independent Advice on the civil enforcement process is available at;  
[www.patrol-uk.info](http://www.patrol-uk.info)

### How to Pay

#### 1. By Debit/Credit card.

All major cards except Diners Club & American Express are accepted.

- At the Councils Web site - [www.tmbc.gov.uk/parking](http://www.tmbc.gov.uk/parking)
- By telephone (24hr automated service) - 01732 876099 or 01732 876034 during office hours

#### 1. By post - Please Retain Proof of Postage as you will need this as proof if your cheque does not arrive

Cheques and postal orders made payable to:

Tonbridge & Malling Borough Council addressed to:

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

- Please write the Penalty Charge number on the top left corner of the cheque.
- Post-dated cheques will not be accepted.
- Allow 2 working days for 1<sup>st</sup> class post and 5 for 2<sup>nd</sup> class.

#### 2. In person

Take this notice to our offices at

- Kings Hill – Monday to Friday 8.30am-5pm, or
- Tonbridge Castle - Monday to Friday 8.30am-5pm, Saturday 9.00am-5pm and Sunday 10.30am to 4pm.