

DO NOT IGNORE THIS NOTICE

HOW TO PAY

- **By Automated 24 hour Telephone Line:** 08453 721276 - for debit/credit card payments.
- **By Internet:** the Torbay Council website www.torbay.gov.uk/cpe and pay by debit/credit card.
Debit cards accepted: VISA, MASTERCARD, SWITCH, SOLO, MAESTRO.
- **By Post:** make your cheque or postal order payable to Torbay Council and to avoid error write the PCN Number shown overleaf on the reverse of the cheque. Complete the payment slip and attach it to your cheque or postal order and send it to Exchequer Services, Torbay Council, Town Hall, Torquay TQ1 3DR. Please send a SAE if you require a receipt. Allow 2 working days for 1st class post and 5 working days for 2nd.
All Postal Payments must be sent to:
Exchequer Services, Torbay Council, Town Hall, Castle Circus, Torquay TQ1 3DR

If you believe that the Penalty should not be paid and wish to challenge this PCN

- **Internet** visit the Torbay Council website at www.torbay.gov.uk/cpe and complete an on-line challenge form.
- **Email** parking@torbay.gov.uk.
- **Write** to the Parking Services, PO Box 422, Torquay TQ2 5WJ.
- **Attend** to complete an on line challenge via the self serve pods at Paignton - Library & Information Centre, Great Western Road, Paignton, TQ4 5AG or Torquay - Town Hall, Castle Circus, Torquay, TQ1 3DS
Opening hours Mon - Fri 9.00 - 17.00.

If you have any other enquiry, please telephone the Parking Services department on 01803 207695. Please note all challenges must be in writing.

Please quote your PCN Number, the vehicle registration and your address in all contacts.

Details of the Council's policy and approach to challenges can be found at www.torbay.gov.uk/cpe. All cases will be considered on their individual circumstances. **If you challenge this PCN within 14 days and the challenge is rejected the Council will usually re-offer the 14 day discount period.**

IF THE PENALTY CHARGE IS NOT PAID OR CHALLENGED

If the Penalty Charge is not paid on or before the end of the 28 day period as specified on the front of this notice or successfully challenged the Council 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 Council and may appeal to an independent adjudicator if those representations are rejected. The NtO will contain instructions for doing this. All representations received prior to a notice to owner will be considered. If you challenge this PCN but the Council issues a NtO anyway, the owner must follow the instructions on the NtO.

Further information about Civil Parking Enforcement (including PCNs and NtOs) is available online at www.patrol-uk.info and also in the Parking Appeals Leaflet available from the Council and at www.torbay.gov.uk/cpe.

Torbay Council will use any data collected through the issuing of the PCN for the enforcement of parking contraventions and other associated purposes. This data may also be disclosed to other enforcement agencies for the purposes of this enforcement. It may also be disclosed to other departments within the Council or external parties for related purposes or as required by law. All processing of this data will be in accordance with the UK Data Protection Act 1998. If you wish to access your personal information, please contact the Information Governance Team on 01803 201201
Torbay Council may request registered keeper information from DVLA.

Detach here

Detach here

Please complete details below before returning this slip with your payment

Name: Mr/Mrs/Miss/Ms/Other

Address:

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Postcode: