

Order for recovery of unpaid penalty charge

PO Box 231
Sheffield
S98 1PH
Tel: 033 3003 0033
www.warwickshire.gov.uk/parking

Telephone:	033 3003 0033
My Ref:	
Date:	

Dear

On the above vehicle was issued with a penalty charge notice in:

As the charge was not paid a Notice to Owner was sent to you as the registered keeper requiring you to pay the charge. Subsequently a Charge Certificate was also sent to you advising you that the charge had been increased by 50% and stating that if you failed to pay the Council would register the debt at Court which would further increase the charge.

As payment of the charge has not been received, an order to recover a penalty charge has been made against you at the Traffic Enforcement Centre at Northampton County Court as set out on the enclosed documents.

YOU MUST WITHIN 21 DAYS OF THE DATE SHOWN ON THE POST MARK

EITHER:

Pay the total amount due of £ - payment details are on the attached payment slip. If you have any questions about making this payment or require further information you should contact the above address immediately.

OR

File a witness statement on the enclosed form and send it to the Traffic Enforcement Centre at the address shown on the form, this must be witnessed in the manner prescribed.

Note: the only grounds for which you can make a witness statement are set on the form.

REMEMBER YOU MUST ACT WITHIN 21 DAYS

Yours sincerely,



Parking Services

Order for recovery of unpaid penalty charge (Parking)

To the respondent

Penalty Charge No.	
Vehicle Registration No.	
Applicant	Warwickshire County Council
Location of Contravention	
Date of Contravention	
Amount of charge	
Court registration fee	
Total amount to pay	

An order to recover a penalty charge has been made against you at the Traffic Enforcement Centre at the County Court Business Centre.

this is the date by which you **must** either; pay the total amount shown above **or** file a statement if you believe you have grounds for not paying the charge.

Note: If you have a query regarding the original penalty charge, you should contact the Local Authority that issued the penalty charge.

Paying total amount
Methods of Payment
<ul style="list-style-type: none"> • By Telephone: Credit / Debit card payments only. Automated payment line 0333 003 0033 (24 hours a day / 7 days a week) Have your vehicle details and PCN Number ready. • Online: at www.warwickshire.gov.uk/parking follow links for online payments. • By Post: using the payment slip below to: Warwickshire County Council, PO Box 231, SHEFFIELD S98 1PH. Payment may be made by crossed cheque or postal order. Please write the PCN Number and your address on the reverse of the cheque/postal order.
If you need any help or further information regarding payment you can call this number: 0333 003 0033

Filing a statement
<p>Note: there are only four limited grounds on which you can make a statement (see form TE9 for details). Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in any document verified by a statement of truth without an honest belief in its truth.</p> <p>If you want to file a Witness statement - unpaid penalty charge (parking – form TE9), you can do so by email or by post</p> <ul style="list-style-type: none"> • By email - download form TE9 from www.hmcourts-service.gov.uk/cms/tec.htm complete form and send it to tec@hmcts.gsi.gov.uk • By post - by completing the enclosed form TE9 and sending it to the Traffic Enforcement Centre at the address below.
If you need any help or further information on completing the form then visit www.hmcourts-service.gov.uk/cms/tec.htm

If you do nothing your possessions may be removed and sold to pay this charge.

If you need more time to file a statement, you may apply using form TE7. For details on how to make an application or to discuss further please contact the Traffic Enforcement Centre on 0300 123 1059

Drawn on the authority of: Traffic Enforcement Centre, County Court Business Centre, St Katharine’s House, 21 – 27 St Katharine’s Street, Northampton, NN1 2LH or tec@hmcts.gsi.gov.uk

An order to recover a penalty charge has been made against you at the Traffic Enforcement Centre at the County Court Business Centre.

You must by the date shown (overleaf) either

- Pay the total amount due to the local authority detailed;

OR

- File a Witness Statement on the enclosed form TE9 and send it to the Traffic Enforcement Centre at the address given below.

Making a Witness Statement

You may make a witness statement under the following grounds, which apply to you.

- You paid the penalty charge notice in full. You must provide details of the date payment was made, the method of payment i.e. cash, cheque etc. and who the payment was made to. **Please note you may be asked to provide proof of payment upon request.**
- You did not receive the notice to owner / penalty charge notice.
- You made representations about the penalty charge to the Local Authority within 28 days service of the notice to owner and you did not receive a reply (rejection notice).
- You appealed to the Traffic Penalty Tribunal against the Local Authority's decision to reject your representation within 28 days service of the rejection notice, but you had no response to your appeal.

Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in an application verified by a statement of truth without an honest belief in its truth.

If you need more time in which to file your witness statement you may apply using form TE7 - Application to file a statement out of time. This application is only to extend time for filing the witness statement, it is not why you are disputing the original penalty charge.

The application **MUST** be completed by the named 'respondent'.

The application can only be completed and signed by a litigation friend if the respondent is a protected party (a party who lacks capacity within the meaning of the Mental Capacity Act 2005 to conduct legal proceedings).

What is a litigation friend? - A person who conducts legal proceedings on behalf of a person who lacks capacity within the meaning of the Mental Capacity Act 2005 (see Part 21 (children and protected parties) of the Civil Procedure Rules).

For details on how to make an application or to discuss further please contact the Traffic Enforcement Centre on 0300 123 1059

If you do nothing your possessions may be removed and sold to pay this charge.

Drawn on the authority of: The Traffic Enforcement Centre at County Court Business Centre, St Katharine's House, 21 – 27 St Katharine's street, Northampton, NN1 2LH