

## HOW TO PAY

- **Online:** at [www.watford.gov.uk/parkingonline](http://www.watford.gov.uk/parkingonline). Follow links to 'Pay a Penalty Charge Notice'.
- **By Telephone:** Credit / debit card payments only. Automated payment line 0845 452 4530 (24hours / 7 days a week). Have vehicle details and PCN Number ready.
- **By Post:** using the payment slip below to: The Parking Shop, PO Box 152, Watford, Herts WD18 0YD. Allow 2 working days for 1st class post and 5 for 2nd class.
- **In Person:** at The Parking Shop, 71 - 73 Market Street, Watford, Herts, WD18 0PS, Mon - Sat 8am - 6.30pm.

**You cannot contest this penalty if you make payment.**

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

- **Go to** the Council's website at: [www.watford.gov.uk/parkingonline](http://www.watford.gov.uk/parkingonline) and follow links to 'Challenge a Penalty Charge Notice'.
- **Write to** The Parking Shop, PO Box 152, Watford, Herts WD18 0YD.

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

If you have any other enquiry, please telephone 0845 600 3840.

Details of the Council's policy and approach to challenges can be found at [www.watford.gov.uk/parking](http://www.watford.gov.uk/parking) or seen at the Council's Parking Shop - all cases will be considered on their individual circumstances. If you challenge this PCN within 14 days, beginning with the date of its issue, and the challenge is rejected, the Council will extend the period within which the reduced Penalty Charge may be paid.

### **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.

If you challenge this PCN but the Council issues an 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](http://www.patrol-uk.info) or in a leaflet available from the Council.

#### **Data Protection Statement**

Data collected through the issuing of this Penalty Charge Notice will be used for enforcement of traffic offences, contraventions and other associated purposes. This data may be disclosed to other enforcement agencies. All processing of such data will be in accordance with the Data Protection Act 1998.

Detach Here

Detach Here

Please complete your details below before returning this slip with your payment:

Name: Mr/Mrs/Miss/Ms .....

Address .....

.....

..... Post Code .....

Make cheques or Postal Orders payable to Watford Council and write the PCN number on the reverse. Credit / debit card payments are not accepted by post - see above for automated payment line details.

Signature .....

If you would like a receipt, please enclose a stamped, addressed envelope.