



WORTHING BOROUGH
COUNCIL



PENALTY CHARGE NOTICE (PCN)

The Traffic Management Act 2004, s.78; Civil Enforcement of Parking Contraventions (England) General Regulations 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007.

WORTHING BOROUGH COUNCIL is the Enforcement Authority for off-street contraventions and acts as agent for WEST SUSSEX COUNTY COUNCIL in respect of its role as Enforcement Authority for on-street contraventions

DO NOT PAY THE CIVIL ENFORCEMENT OFFICER

Tear off

Tear off

PCN SLIP

For further details see over

It is an offence for an unauthorised person to remove or interfere with this notice.

Details of your vehicle and its location, which may include a photographic record, have been taken and will be used by Worthing Borough Council for the processing of this notice including any enforcement action that may be taken.

**DO NOT IGNORE THIS NOTICE
INSTRUCTIONS FOR PAYMENT**

Full payment of the Penalty Charge Notice (PCN) must be received not later than the last day of the period of 28 days beginning with the date on which the PCN was served. If payment is received not later than the last day of the period of 14 days beginning with the date on which the PCN is served, the reduced charge will be accepted as settlement.

HOW TO PAY

Online Payment (24 hours a day) www.adur-worthing.gov.uk
Telephone Payment: 0345 680 0189
By post: Notice Processing, PO Box 3584, Chippenham, Wiltshire SN15 9EF
In person: The Parking Shop, 52 Chapel Road, Worthing, BN11 1BE

**IF YOU BELIEVE THAT THE PENALTY CHARGE SHOULD NOT BE
PAID AND YOU WISH TO CHALLENGE THIS PCN**

- Visit www.adur-worthing.gov.uk
- Write to Notice Processing, PO Box 3584, Chippenham, Wiltshire SN15 9EF

Please quote the PCN number, vehicle registration mark, and your name and address in all correspondence.

**PLEASE DO NOT MAKE PAYMENT IF YOU WISH TO
CHALLENGE THIS PCN**

All challenges made prior to the service of a Notice to Owner will be considered on their individual circumstances. If the challenge is received not later than the last day of the period of 14 days beginning with the date on which the PCN is served, and the challenge is rejected, the Council will usually re-offer the 14 day discount period.

IF THE PCN IS NOT PAID OR CHALLENGED

If the PCN is not paid before the end of the period of 28 days beginning with the date on which the PCN was served, the Council may serve a Notice to Owner (NtO) on the registered keeper. If an NtO has been served and you wish to make representations you must do so as specified on the NtO. Representations may be made by the person to whom the NtO has been served and, if rejected, the same person may appeal to an independent adjudicator.

Further information about Civil Parking Enforcement is available online at www.patrol-uk.info or via the Council's website www.adur-worthing.gov.uk

Data Protection Statement

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

detach here

Please complete details below returning this slip with your payment:

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

Address:.....

.....

.....Post Code:.....



ADUR DISTRICT
COUNCIL



west
sussex
county
council

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