

Notice to Owner – Part 1

Traffic Management Act 2004



«Offender_Title» «Offender_Initials»
«Offender_Surname»
«Offender_Address_1»
«Offender_Address_2»
«Offender_Address_3»
«Offender_Address_4»
«Offender_Town»
«Offender_County»
«Offender_Post_Code»

Parking Services
Maidstone Borough Council
PO Box 249
Maidstone
ME16 8BQ
t 01622 602377
w www.maidstone.gov.uk
Minicom 01622 602224

Notice to Owner Post Date: «Date_Letter_Created»

Penalty Charge Notice: «PCN_Ticket_Number»

Date: «PCN_Issue_Date»

Contravention: «PCN_Offence_Long_Description»

Date of Contravention: «PCN_Contravention_Date»
«PCN_Contravention_Time»

Time:

Location of Contravention: «PCN_Street_or_Carpark_Name»

Vehicle Registration Number: «PCN_Registration_Number»

Make: «PCN_Vehicle_Make»

Colour: «PCN_Vehicle_Colour»

Maidstone Borough Council has issued this Notice to Owner to you because the Penalty Charge has not been paid in full and you are registered as the owner/keeper/hirer on the date on which the Penalty Charge Notice was issued to the vehicle.

You the owner/keeper/hirer are liable for the Penalty Charge Notice. Do not ignore this Notice or pass it to the driver.

Penalty Charge Amount: «PCN_Amount_of_Full_Fine»

Amount Paid to-date: «PCN_Amount_Paid_to_date»

Payment Due Now: «PCN_Amount_Outstanding»

If full payment has not been received or if you have not made Representations to Maidstone Borough Council within 28 days beginning with the date on which this Notice to Owner is served «Date_of_service», a Charge Certificate will be served on you increasing the Penalty Charge by 50% to £«PCN_Fine_Owing_At_Charge_Cert».

If you do not pay in full the amount shown on the Charge Certificate, the Council may register it as a debt at the Traffic Enforcement Centre situated within Northampton County Court and then place the case with bailiffs who will add their costs to the Penalty Charge.

Notes for Completion

The driver was allowed 14 days to pay a 50% discounted sum. Any sum already paid, as shown overleaf, was insufficient to clear the charge in full. As the registered owner/keeper/hirer of the vehicle at the time the Penalty Charge Notice was issued, you are legally liable for the Penalty Charge even if you were not the driver at the time.

It is now too late to pay the 50% discounted rate, you therefore have two options either pay the Penalty Charge in full or make Representations to the Council.

Payment Options

On-line

Credit/Debit card payments may be made via the Internet by visiting www.maidstone.gov.uk and following the on-line instructions.

In Person

Payment may be made in person at the Council offices, please visit www.maidstone.gov.uk for location map and opening hours.

Telephone

Payments may be made by telephone on our automated payment line 24 hours a day on 01622 602544, please have your Credit/Debit card details available.

Making Representations

The Traffic Management Act 2004 sets out grounds on which you may make Representations and these grounds are set out in the accompanying form. The Council may disregard representations made outside the period of 28 days beginning with the date of service of the Notice to Owner.

If your Representation is successful, a Notice of Acceptance will be issued and the Penalty Charge cancelled. If your representation is unsuccessful, a Notice of Rejection will be issued and you must either pay the Penalty Charge in full or appeal to an Adjudicator, who may independently consider your appeal. An appeal is made by a written notice of appeal and an appellant can seek to have the appeal determined either with or without an oral hearing. Details of the appeals procedure and an appeal form will be included with the Notice of Rejection, which you should complete and send to the Adjudicator at the address shown on the form.

Please note that the enforcement authority is Maidstone Borough Council save in respect of on street parking contraventions where the enforcement authority is Kent County Council. Enforcement procedures in respect of on street parking contraventions are administered on behalf of Kent County Council by Maidstone Borough Council. All correspondence in relation to any parking contraventions should be sent to Maidstone Borough Council at the address referred to in this notice.

Maidstone Borough Council takes its obligations under the Data Protection Legislation very seriously and will not disclose information to any unauthorised person. Information may be shared with other services within the Council or disclosed to other Local and Public Authorities or Government agencies that have a legitimate reason to request the disclosure. The Council is under a duty to protect the public funds that it administers and to this end, it may use the information that you have provided for the prevention and detection of crime and/or fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. If you wish to know more about the uses to which the information may be put by the Council, please contact Parking Services.

Notice to Owner – Part 2

Penalty Charge Number: «PCN_Ticket_Number» **Online Pin Number** «NTO_PIN_Number»

Vehicle Registration Number: «PCN_Registration_Number»

Name: «Offender_Title» «Offender_Initials» «Offender_Surname»
«Offender_Post_Code»

Representations

Section 1 - Grounds for Representations

I am not liable to pay the Penalty Charge because:

- ☐ **I was not the owner of the vehicle at the time of the alleged contravention**
Please complete Section 2
- ☐ **The vehicle was parked by a person who was in control of it without my consent**
Supply proof such as a crime report number and police station or insurance claim in Section 3
- ☐ **We are a hire company and the person hiring the vehicle has signed a statement accepting liability**
Please supply a copy of the signed hire agreement including the name and address of the hirer in Section 4
- ☐ **The alleged contravention did not occur**
In Section 3 explain why you consider no contravention occurred
- ☐ **The Penalty Charge exceeded the relevant amount applicable in the circumstances of the case**
You consider you have been asked to pay more than you are legally liable to pay, please complete Section 3
- ☐ **The relevant designation order was invalid**
You consider the parking restriction in question was invalid or illegal, please complete Section 3
- ☐ **There has been a procedural impropriety on behalf of the authority**
State why you believe the authority has acted improperly or in breach of regulations in Section 3
- ☐ **Penalty Charge Notice was paid, either in full or at the discount rate within the discounted period**
Please complete Section 3
- ☐ **There is other information I wish the Council to consider**
If there are any other circumstances you wish the Council to consider, please supply full details in Section 3

Section 2 – Ownership Information

I was not the owner of the vehicle at the time of Penalty Charge Notice issue because:

- ☐ **I have never owned the vehicle**
- ☐ **I ceased to be the owner of the vehicle before the date of the alleged contravention**
- ☐ **I became the owner of the vehicle after the date of the alleged contravention**

Name and Address of the vehicle Buyer or Seller (Complete in Block Capitals)

Name.....

Address.....

.....**Postcode**.....

Date ownership ceased ____/____/____

Date ownership commenced ____/____/____

Section 3 – Details to support your representations

Please give details of your representations or mitigating circumstances and supply any supporting evidence. If insufficient space is available, please continue on a separate sheet detailing your Penalty Charge Notice number and your vehicle registration number.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Section 4 – Declaration

I confirm that all the information given is correct. I realise that making a false statement is an offence and may result in prosecution and a fine upon conviction of up to £5000.

Signature.....Date.....

Name (Block Capitals)[illegible]

Please return the completed Representations form (Sections 1 to 4) to:

Parking Services
Maidstone Borough Council
PO Box No 249
Maidstone, ME16 8BQ

Section 5 – Photographic Evidence



