



TO:

Mr John Smith
123 First Street
Townville
Countyshire

AB12 3CD

The Traffic Management Act 2004, s78; Civil Enforcement of Parking Contraventions (England) General Regulations 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007

Notice to Owner/Hirer/ Keeper Vehicle Registration Number	AB12CDE
Penalty Charge Notice No	SF00123456
PCN Issue Date	01/01/2017
Date of issue of this Notice	16/01/2017

YOU MUST NOT IGNORE THIS NOTICE

Date of this Notice to Owner and date of posting 16/01/2017

To: Mr John Smith of 123 First Street, Townville

This Notice has been served on you because it appears to Sefton Council that you are the owner / hirer of

Vehicle Registration Number: AB12CDE

Make: FORD

Tax Disc:

Expiry:

Colour: RED

and that CEO 012

had reasonable cause to believe that the following contravention

had occurred and that a penalty charge is payable: 01 Parked in a restricted street during prescribed hours

Date of Contravention: 01/01/2017

Time: 12:00

Location: LORD STREET, SOUTHPORT

Observed from: 11:55

until: 12:00

The PCN is being served by post because a CEO had begun to prepare the PCN but the vehicle was driven away from the place in which it was stationary before the CEO had finished preparing the PCN or served it.

A penalty charge of £70.00 is now payable and must be paid not later than the last day of the period of 28 days beginning with the date on which this Notice is served. This Notice will be taken to have been served on the second working day after the day of posting (as shown above) unless you can show that it was not. The penalty charge will be reduced by a discount of 50% to £35.00 if it is paid not later than the last day of the period of 14 days beginning on the date on which this Notice is served.

You may make representations to Sefton Council as to why this penalty charge should not be paid. These representations should be made not later than the last day of the period of 28 days beginning with the date on which this Notice is served and any representations that are made outside that period may be disregarded.

NOTE: If you do not pay the penalty charge or make representations before the end of the 28 day period specified above (i.e. by **29/01/2017**) the Council may increase the original penalty charge by 50% to £105.00 and take steps to enforce payment.



Payment Slip

For how to pay see overleaf

You must complete this slip in block capitals and return it with your payment to the address below

Name	_____
Address	_____

Penalty Charge Notice: SF00123456

Vehicle Registration No: AB12CDE

Date of PCN: 01/01/2017

DO NOT SEND CASH THROUGH THE POST. POST DATED CHEQUES WILL NOT BE ACCEPTED. Cheques and postal orders should have the PCN number on reverse and be made payable to Sefton MBC. Please detach this slip and enclose it with your payment

How to Pay

Payment should only be made if the Notice is not disputed

Cash, Cheque and Postal Order



- **By post** using the payment slip to: Parking Services, 2nd Floor Pavilion Buildings, 99 – 105 Lord Street, Southport, PR8 1RJ.
- **By telephone** credit and debit cards only – 24 hour automated telephone line **0151 934 4697**
– Contact Centre **0345 140 0845** (8am – 6pm, Monday – Friday)
- **Online** at www.sefton.gov.uk. Follow links for online payments
- **In person** by cash, cheque, postal order, credit and debit cards at the locations set out below

Sefton Plus

Cambridge Arcade
Southport
PR8 1DA

Monday – Friday

9 am – 5 pm

Sefton Plus

324 – 342 Stanley Road
Bootle
L20 3ET

Monday – Friday

9 am – 5 pm

How to make representations

If you believe that the penalty charge should not be paid you may make representations to Sefton Council. Representations must be in writing and you may use this form. The representations may be made by:

- **POST** at Parking Services, 2nd Floor Pavilion Buildings, 99 – 105 Lord Street, Southport, PR8 1RJ.
- **FAX** to 0151 934 2302 or
- **EMAIL** parkingcc@sefton.gov.uk

Representations which are made after the end of the 28 day period specified on the first page of this Notice may be disregarded. This Notice will be taken to have been served on the second working day after the day of posting unless you can show that it was not. *For more information on this, please turn to the last page of this Notice.* If you submit your representations late, you should explain why.

The statutory grounds on which representations may be made are set out below together with an indication of the information that you should supply in support of your representations. It is important to provide all relevant information. Tick the relevant boxes and write your reasons in the box on the following page. This Notice **will** be cancelled if one or more of the specified grounds is established. This Notice **may** be cancelled for other compelling reasons even if none of the specified grounds apply. If the Notice is cancelled any sums already paid will be refunded.

If your representations are received in time or are received late but are taken into account, Sefton Council will let you know its decision in writing not later than the last day of the period of 56 days beginning with the date on which your representation was served on it. If it fails to do so, this Notice will be cancelled and any sums already paid will be refunded. If your representations are rejected, you have the right to appeal against that decision to an independent Adjudicator. An appeal form will be sent with the letter rejecting your representations. The form will explain how and when to appeal to the adjudicator.

Sefton Council's policy about late representations and/or representations not covered by the statutory grounds can be found on www.sefton.gov.uk (follow the parking links).

Further information about Civil Parking Enforcement (including PCNs and NtOs) is available online at www.patrol-uk.info

The specified grounds

☐ **The alleged contravention did not occur.**

(Please explain why you believe no contravention took place)

- ☐ **I was never the owner of the vehicle in question or**
☐ **I had ceased to be its owner before the date on which the alleged contravention occurred or**
☐ **I became its owner after the date on which the alleged contravention occurred.**

(If you bought or sold the vehicle, you **must** give the new or former owner's name and address if you have it. Please also provide the date of the transaction and any other details, and include copies of any documents such as an invoice or bill of sale)

☐ **The vehicle had been permitted to remain at rest in the place in question by a person who was in control of the vehicle without the consent of the owner.**

(Tick this box if your vehicle was stolen or taken without your consent. Please provide any supporting information that you may have e.g. any crime reference or insurance claim reference).

☐ **We are a vehicle-hire firm and the vehicle was on hire under a hiring agreement and the hirer had signed a statement acknowledging liability for any PCN issued during the hiring period.**

(The hiring agreement must be one, which qualifies by containing prescribed particulars. You **must** supply the name and address of the hirer. Please also supply a copy of the signed agreement)

☐ **The penalty charge exceeded the amount applicable in the circumstances of the case.**

(Tick this box if you think you are being asked to pay more than is required by law and explain why.)

☐ **There has been a procedural impropriety by the enforcement authority.**

(Tick this box if you believe that Sefton Council has failed to comply with any requirement imposed by the Traffic Management Act 2004, by the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007 or by the Civil Enforcement of Parking Contraventions (England) General Regulations 2007 Regulations. Please set out the statutory requirement, time limit or other procedural step with which you believe that the Council has failed to comply.)

☐ **The Order which is alleged to have been contravened in relation to the vehicle concerned is invalid.**

(Please explain why you believe that the Order in question is invalid. Please note that this ground will not apply in respect of a provision in an Order to which Part VI of Schedule 9 to the Road Traffic Regulation Act 1984 applies.)

☐ **The Civil Enforcement Officer was not prevented by some person from fixing the PCN to the vehicle concerned or handing it to the person in charge of the vehicle.**

(Tick this box only if you received the penalty charge notice through the post because the civil enforcement officer could not issue it at the scene of the contravention because he/she was prevented from doing so.)

Other grounds

☐ If there are any other reasons why you consider the Council should cancel the penalty charge notice and refund any sum already paid please tick this box and set out those reasons in full in the box on the following page.

PCN Number: SF00123456

Write your representations here (attach any extra sheets if necessary)

Details of buyer / seller / hirer of vehicle (where relevant)

Name _____

Address _____

_____ Date of sale / hire _____

_____ Postcode _____

I confirm that my representations are true to the best of my knowledge. I realise that knowingly or recklessly making a false statement may result in prosecution and a fine upon conviction of up to level 5 on the standard scale (currently £5,000).

Signature _____ Date _____

NAME (in capitals) _____ Position in company (if relevant) _____

THE RULE RELATING TO SERVICE

The Civil Enforcement of Parking Contraventions (England) General Regulations 2007: Regulation 3

“Service by post

3—(1) Subject to paragraph (5), any notice (except a penalty charge notice served under regulation 9) or charge certificate under these Regulations —

- (a) may be served by first class (but not second class) post; and
- (b) where the person on whom it is to be served is a body corporate, is duly served if it is sent by first class post to the secretary or clerk of that body.
- (2) Service of a notice or charge certificate contained in a letter sent by first class post which has been properly addressed, pre-paid and posted shall, unless the contrary is proved, be taken to have been effected on the second working day after the day of posting.
- (3) In paragraph (2), —working day means any day except—
 - (a) a Saturday or a Sunday;
 - (b) New Year's Day;
 - (c) Good Friday;
 - (d) Christmas Day;
 - (e) any other day which is a bank holiday in England and Wales under the Banking and Financial Dealings Act 1971.
- (4) A document may be transmitted to a vehicle hire firm (as defined in regulation 5(4)) by a means of electronic data transmission where—
 - (a) the vehicle hire firm has indicated in writing to the person sending the notice or document that it is willing to regard a document as having been duly sent to it if it is transmitted to a specified electronic address; and
 - (b) the document is transmitted to that address.
- (5) Nothing in this regulation applies to the service of any notice or order made by a county court.