



Penalty Charge Notice Traffic Management Act 2004

To:

Liability for the penalty charge lies with you, the owner/hirer/keeper.

Date of this notice: _____

Penalty Charge Notice Number: _____

Vehicle Registration Mark: _____

Automated Payment Reference: _____

Transport for London believes that a penalty charge is payable with respect to the above vehicle for the following alleged parking contravention:

Contravention location:

on _____ at _____

The alleged contravention was seen and recorded by camera operator number _____ who was observing real time pictures from an approved device at the time stated and has been recorded on digital storage media

**DO NOT IGNORE THIS NOTICE
THIS NOTICE ALSO SERVES AS A NOTICE TO OWNER**

This Penalty Charge Notice is served by post on the basis of a record produced by an approved device. Please see overleaf for more details of how to pay or what to do if you think this Penalty Charge is not payable.

The full amount of the penalty charge is £ _____. The penalty charge must be paid before the end of 28 days beginning with the date on which this notice is served or the person on whom this notice is served may make representations in writing. Representations which are received after the end of the 28 days beginning with the date on which this notice is served maybe disregarded. A reduced charge of £ _____ is payable, allowing a 50% discount, if the penalty charge is paid not later than the end of the period of 21 days beginning with the date on which this notice was served. You must not ignore this notice. If you fail to pay the penalty charge or make representations before the end of the period of 28 days beginning with the date on which this notice is served, a charge certificate may be issued to you increasing the penalty charge payable by 50% to £ _____ (less any money already received) Failure to pay the increased amount may result in a County Court Order against you and a warrant being issued to Enforcement Agents.

How to pay your Penalty Charge

To Pay by Credit or Debit Card

Internet

1. Visit tfl.gov.uk/redroutes & Click on Pay a Penalty Charge Notice.

This is the quickest and easiest way to pay and receive a receipt as your payment is immediately credited to the Penalty Charge Notice.

Contact Centre

1. Telephone 0343 222 3333 & Select option 1 to pay the Penalty Charge Notice.
2. Enter the Automated Payment Reference Number above.
3. Please wait for your receipt number to ensure that your payment has been successfully processed.

To Pay by Cheque or Postal Order

Post

1. Please ensure that your payment is posted in time.
2. Please use the Penalty Charge Cheque Payment Slip overleaf.

Service of this Notice

Under the Interpretation Act 1978 s.7, unless the contrary is proved, service is deemed to have been effected at the time when this Penalty Charge Notice would be delivered in the ordinary course of post.

How to view Contravention footage or obtain images – You can view the CCTV footage at a Transport for London office by writing to Transport for London at Red Routes, PO Box 335, Darlington. DL1 9PU. The viewing, by you or someone nominated by you, can take place between the hours of 9.00 and 17.00, Monday to Friday; full details will be provided upon receipt of your request. Alternatively, you can obtain still images of the contravention or a copy of the recording can be sent to you. To obtain this, you will need to provide details of your Vehicle Registration Number and Penalty Charge Notice (PCN) number in writing to Transport for London. The penalty charge will be placed on hold whilst this is being processed.

Privacy Notice

Transport for London (TfL), its subsidiaries and service providers will use your personal information (including data captured by camera) for the purposes of customer services and administration, the enforcement of road user charging schemes, the provision of travel related information, research, fraud prevention and debt recovery. Your personal information will be properly safeguarded and processed in accordance with privacy and data protection legislation. Further information is available at www.tfl.gov.uk/privacy

We may share your information with, and receive information from, the Driver and Vehicle Licensing Agency, local authorities and other relevant organisations, to administer and enforce TfL's road user charging schemes (including verifying discount eligibility); prevent and detect crime, trace and recover unpaid debt and protect public funds. TfL may randomly select and monitor vehicles subject to a discount to identify possible fraudulent use. If you persistently fail to pay any road user charges due or attempt to defraud TfL, we may record your vehicle's movements to assist in tracing persistent evaders and those committing fraud.

In certain circumstances, TfL may also share your personal information with the police and other law enforcement agencies for the purposes of the prevention and detection of crime.

Penalty Charge Cheque Payment Slip

<input type="checkbox"/>	Tear off this Penalty Charge Cheque Payment Slip.	Penalty Charge Notice number	<input type="text"/>
<input type="checkbox"/>	Attach your cheque or postal order payment to this slip.	Vehicle registration mark	<input type="text"/>
<input type="checkbox"/>	Ensure the cheque or postal order is made payable to 'Transport for London' .		
<input type="checkbox"/>	Write the Penalty Charge Notice number on the reverse of the cheque or postal order.		
<input type="checkbox"/>	Post to Red Routes, PO Box 335, Darlington. DL1 9PU.		

THE QUICKEST AND EASIEST WAY TO PAY IS VIA THE INTERNET

To make a representation against the penalty charge

Listed below are the formal grounds on which you may make a representation as laid down under regulation 4 of the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007.

If none of these grounds are applicable you may still make a representation. Representations must be made in writing. Where appropriate please provide evidence to support your representation. If you do not provide the relevant information, it may not be possible to consider your representation.

Written representations can be made online via our website tfl.gov.uk/redroutes and following the link 'Make a Representation' where you can add copies of any evidence or alternatively sending it by post to Red Routes, PO Box 335, Darlington. DL1 9PU.

Your representation may be disregarded if it is received more than 28 days after service of this notice.

On receipt of your representation, TfL will consider it and all the relevant evidence. Any relevant penalty charge(s) will be placed on hold and will not progress until a decision has been made. If your representation is accepted, your penalty charge will be cancelled. If your representation is rejected you may appeal to an independent adjudicator before the end of the period of 28 days beginning with the date of service of the notice of rejection (unless the adjudicator allows more time). Please remember to complete all sections of the representation form and enclose any supporting evidence.

Grounds for representations (please tick appropriate boxes)

- The contravention did not occur** – Tick this box if the contravention described on the penalty charge did not happen.
- The traffic order was invalid** – Tick this box if you believe that the parking restriction was invalid or illegal.
- I was not the owner/keeper of the vehicle at the time of the contravention** – Tick this box if you did not own the vehicle when the contravention occurred. When returning this form you must if in your possession enclose details - such as a receipt of sale/purchase or a copy of the DVLA registration form.

Name

Address

Postcode

Buyer / Seller Date bought/sold/notified DVLA
(Cross out where not applicable)

If you have not notified the DVLA that you no longer have the vehicle, you should write to Central Casework Group, Sensitive Casework, D5, DVLA, Swansea, SA99 1ZZ, providing the date of sale and the name and address of the person who bought the vehicle.

- The vehicle had been taken without my consent** – Tick this box if the vehicle had been stolen or taken without your consent when the contravention occurred. When returning this form you should enclose detailed evidence such as a police crime report number or an insurance claim.
- The Penalty Charge has been paid in full, or has been paid at the reduced amount within the specified period** – Please provide details of the payment method, date and amount.
- The Penalty Charge exceeds the applicable amount** – Tick this box if the amount of the penalty charge is incorrect.
- We are a hire firm and have supplied the name of the hirer** – Tick this box if you are a hire company and the hirer has signed a formal agreement accepting liability for parking tickets (PCNs). You must enclose a copy of the hire agreement with the name and address of the hirer and a copy of the statement they signed.
- There has been a procedural impropriety* on the part of the enforcement authority** - Please describe the alleged impropriety.
- Any mitigating circumstances you wish to raise.**

*"Procedural impropriety" means a failure by the enforcement authority to observe any requirement imposed on it by the Traffic Management Act 2004, or the relevant Regulations made under that Act in respect of the civil enforcement of parking contraventions, in relation to the imposition or recovery of a penalty charge or other sum.

