



## Penalty Charge Notice London Local Authorities and Transport for London Act 2003

To:

**Liability for the penalty charge lies with you, the owner.**

Date of this notice

**Penalty Charge Notice Number:**

Automated Payment Reference:

Notice is hereby served to the owner of vehicle registration mark

in

on at hrs

In the circumstances given above Transport for London has reasonable cause to believe that the following contravention was being or had been committed.

Contravention code:

Contravention description:

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

A penalty charge of £ is payable before the end of the period of 28 days beginning with the date of this notice. If the penalty charge is paid before the end of the period of 14 days beginning with the date of this notice, the amount of the penalty charge will be reduced by 50%. If you fail to pay the penalty charge or make representations before the end of the period of 28 days beginning with the date of service of this notice, a Charge Certificate may be issued to you increasing the penalty charge payable to (less any monies 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](http://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.

## 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](http://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.

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## Penalty Charge Cheque Payment Slip

Penalty Charge Notice number

Tear off this Penalty Charge Cheque Payment Slip.

Vehicle registration mark

Attach your cheque or postal order payment to this slip.

Ensure the cheque or postal order is made payable to **'Transport for London'**.

Write the Penalty Charge Notice number on the reverse of the cheque or postal order.

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 the Road Traffic Act 1991, London Local Authority and Transport for London Act 2003.

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](https://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)

**I was not the owner of the vehicle at the time or never was the owner of the vehicle in question** – if you sold the vehicle before the date of the contravention or bought it after the date, you must tell us the name and address of the person who bought it from you or sold it to you, if you know it, and please supply whatever evidence of the sale you may have (e.g. a sales receipt).

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.

**There was no contravention of a prescribed order or failure to comply with an indication given by a sign** – please explain why you think there was no contravention i.e. why there was no failure to drive the vehicle in the way shown on the sign.

**The vehicle was being used without your consent at the time of the contravention** – if the vehicle had been stolen or used without your consent, please provide details such as the police crime reference or insurance claim.

**We are a hire firm and the person hiring the vehicle had signed a statement accepting liability of any penalty charge notice** – please supply a copy of the signed hire agreement (statement of liability) including the name and address of hirer.

**The penalty charge exceeded the amount applicable in the circumstances of the case** - if you think you are being asked to pay more than you should legally pay.

