

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

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

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 an Enquiry or Representation

You may wish to contact us immediately, or make an enquiry about this Penalty Charge Notice. You can do this by contacting us via the telephone or post. Any written correspondence received before the issue of the Enforcement Notice, will not be treated as a formal representation. It will not entitle you to the right of appeal. TfL will consider any information received, and make a decision about whether to accept the challenge and cancel the penalty charge or reject it and allow you a further 14 days to pay before issue of the Enforcement Notice.

Failure to respond or contact us within 28 days of the service date of this notice, will result in the Enforcement Notice automatically being sent to you after this period.

To benefit from the discounted amount, you must ensure that any correspondence is received by TfL, within 14 days from the date of this notice. After that time, the full penalty charge amount, will become due for payment.

If you contact us before the Enforcement Notice is issued, you should provide details of any reasons why you believe that the penalty charge is not payable. This may include any mitigating circumstances or reasons why you believe that you should not have to pay the penalty charge. You should provide any evidence that supports your statements. This may include evidence to show that you have a sales invoice, Police fixed Penalty Notice or Notice of Intention to prosecute.

Once the Enforcement Notice has been sent to you, you can make a **formal** written representation. It must be received by TfL, within 28 days of the date of the service of the notice. You can make a representation on the grounds listed below. They are:-

- I never owned the vehicle in question/I ceased to be the owner of the vehicle before the date on which the penalty charge was alleged to have become payable/I became the owner after that date.
- There was no breach of the bus lane order or regulation.
- The vehicle was taken and being driven without my consent at the time of the contravention.

TfL will consider your representations and any supporting evidence that you provide, and serve on you a notice of our decision of whether or not we accept your representations.

