

### **Bus Lane - Informal Representation Rejection**

Thank you for your informal representation received regarding the above Penalty Charge Notice (PCN).

Transport for London (TfL) has considered your informal representation. However we do not consider you have established grounds or suitable reasons for the penalty charge to be cancelled.

(Enter any relevant details - summarising the grounds and reasons for the representation. Then enter reasons for rejecting the informal representation).

If you do not pay the outstanding Penalty Charge amount, or make a formal representation within 28 days from the date of issue of the Penalty Charge Notice, an Enforcement Notice may be issued. The Enforcement Notice will provide a further 28 days from the date on which it is served to make payment of the outstanding amount, or to make a formal representation. You must make your representation within the time frame permitted and in the manner stated on the notice. If you delay making your representation we may not have to consider it. A duly made representation will be considered and a formal decision will be sent to you. If we reject your representation we will set out your right of appeal to an Independent Adjudicator and the time limits for doing so.

Please note we may not consider any additional informal representations that are made before the Enforcement Notice is issued.

If you do not make payment or representation, a Charge Certificate may be issued 28 days from the date of service of the Enforcement Notice. The Charge Certificate will increase the charge by 50% of the original amount. If the increased Penalty Charge is not then paid we may apply to the County Court to recover the penalty charge which will incur a further charge of £8 per Penalty Charge Notice.

New (optional paragraph if the PCN is paid)

We note you have paid the penalty charge in full. This means an Enforcement Notice will not be issued to you as the PCN is treated as closed and you do not have the right to formally challenge the penalty charge.

Amount Outstanding: £(insert amount)