

Additional Evidence Request - TENP

Request for Further Evidence

Thank you for your recent representation regarding the issue of the above mentioned Penalty Charge Notice(s) (PCN(s)).

or

Thank you for your recent representation regarding the issue of the above mentioned Penalty Charge Notice(s) (PCN(s)). This representation was made on your behalf by [insert free text].

This letter is a request for further evidence.

The evidence you may want to consider providing could include [ADD DETAILS OF POSSIBLE EVIDENCE].

This evidence must be received within 14 days of the date of this letter. Please send to the address detailed above.

You should now make payment for the outstanding PCN(s). The amount outstanding is listed below. The penalty charge can be paid at this amount if paid within 14 days. After that point the amount outstanding may increase in line with the statutory enforcement process.

HOW TO PAY

- a). Credit/Debit card payments may be made ONLINE at: tfl.gov.uk/redroute payments
- b). Credit/Debit card payments may be made BY TELEPHONE on 0343 222 3333
- c). Payment can be made BY POST to:

Red Routes
PO Box 335
Darlington
DL1 9PU

PLEASE DO NOT SEND CASH IN THE POST. All cheques/postal orders must be made payable to Transport for London and crossed "a/c payee". Please ensure your vehicle registration and Penalty Charge Number are written clearly on the back. Post-dated cheques will not be accepted.

If you do not pay a Charge Certificate may be issued. This increases the charge by 50% of the original amount. If you then fail to pay we will continue enforcement action, and we may apply to the County Court to recover the charges which will incur a further charge. We may also have to instruct (enforcement agents) to recover the amount you owe. This could include seizing your goods.