

Notice of Acceptance - TENP

Notice of Acceptance

Thank you for your representation regarding the above-detailed Penalty Charge Notice (PCN).

We are pleased to inform you that following a review of the issue of the PCN, together with the circumstances and points raised, the representation has been accepted and we have cancelled the PCN.

(Free text...Enter any relevant details - summarising reasons for accepting the representation).

To avoid the issue of a PCN in the future (Insert free text outlining what action to take e.g. comply with the appropriate signage.)

Please note that PCNs issued in the same or similar circumstances in the future may not be cancelled.

Optional:- On this occasion, we have decided to exercise discretion and cancel the PCN and we apologise for any inconvenience that may have been caused through the issue of the PCN.

Optional:- As you have paid monies towards settling the penalty charge, these will now be refunded. If the monies were paid using a credit or debit card we will first attempt to refund them to the card account used. If the card refund is unsuccessful, or if the monies were paid by any other means we will send you a cheque for the appropriate amount. If you have not received the refund within 14 days please call us on (To be confirmed).