

### **Bus Lane - Hire Agreement Request**

Thank you for letter dated regarding the above detailed penalty charge notice.

You have stated that the vehicle «PCN\_Registration\_Number» was on hire on the contravention date. We require documentation establishing that this was the case. This may include a signed hire or lease agreement, including the full name and address (including the postcode) of the keeper, and the dates of the hire or lease.

However, as this contravention took place in a Bus Lane, the signed copy of a hire agreement must be on hire or leased for a minimum period six months or on lease before we can transfer the charge to the hirer. This is in accordance with the Road Traffic Act 1991 (as amended).

Please forward this information within 21 days so that we can update our records. If you do not provide this information, we may reject your representation and enforcement of the PCN will continue.