

PCN Issued
(£50 or £70 depending on contravention)

Option 1
Pay within 14 days at a 50% discounted amount of £25/£35. Case is now closed.

Option 2
Make an informal representation in writing within 14 days and await decision from the Council.

We will write to inform you whether we have:

Rejected Your Representation

Accepted Your Representation

- You can now:
- Pay the PCN within 14 days at a 50% discounted amount of £25/£35. Case will be closed or;
 - Pay the PCN within 28 days at the full amount of £50/£70. Case will be closed or;
 - Wait 28 days to receive a Notice to Owner (NtO) in order to make a formal representation.

- We will:
- Cancel the PCN and send you written confirmation to this effect. Case will be closed.

If after 28 days we have not received payment for the PCN, we will now issue a Notice to Owner (NtO) to the registered owner of the vehicle. The registered owner now has two options.
(Please see options below)

Option 1
Within 28 days of receiving the NtO, Pay the PCN at the full amount of £50/£70. Case will be closed.

Option 2
Within 28 days of receiving the NtO, use the back of the NtO to make a formal representation against the PCN.

We will now consider the representation and notify the owner of the vehicle, in writing, whether their representation has been accepted or rejected. (Please see below).

Accepted Representation
We will inform the registered owner in writing that the case has been closed.

Rejected Representation
We will inform the registered owner in writing that the representation has been rejected.

- The Registered owner now has 28 days to:
- Pay the PCN at the full amount of £50/£70 (Case will be closed) or;
 - Use the form enclosed with their letter of rejection to appeal to an independent adjudicator at the Traffic Penalties Tribunal.

If within 28 days the registered owner has not:

- Paid the Penalty Charge or;
- Sent an appeal to the Traffic Penalties Tribunal (TPT).

A charge certificate will be issued to the registered owner of the vehicle and a 50% surcharge will be added to the Penalty Charge increasing the charge to £75/£105.

If the registered owner of the vehicle does not respond to the Charge Certificate within 14 days, We will register the debt at The Traffic Enforcement Centre (TEC), and a Notice of Registration will be served. A £5 registration fee will be added plus any costs awarded by an Adjudicator at TPT. See further options below.

Option 1
Pay the Penalty charge within 28 days of receiving the Notice of Registration. Case will be closed.

Option 2
Submit a Witness Statement to the Court asking for the registration to be revoked. If the witness statement is accepted by the Court they will advise the Council of this. The Council will now decide what further action to take. See actions below.

Action 1

Issue a further Notice to Owner using information submitted in the Witness Statement. The enforcement procedure will be followed as above.

Action 2

Cancel the PCN and inform the registered owner that the case has been closed.

If after 21 days of serving a Notice of Registration we have not received a witness statement we will ask the Court to issue a Warrant instructing an enforcement agent to recover the debt. The enforcement agent will add their own fees to the penalty charge.