

CHALLENGE to the imposition of a Penalty Charge Notice (PCN)

The owner of the vehicle is responsible for payment of the penalty charge and non-payment will result in the owner incurring a civil debt. The process for recovering the debt is laid down in the Traffic Management Act 2004 General Regulations 2007. The penalty charge enforcement process is shown overleaf.

The penalty charge of £70 for higher contraventions or £50 for lower contraventions is reduced by 50% to £35 or £25 if paid promptly within 14 days. After 14 days, the full charge must be paid.

The council will respond to an initial challenge or exchange of correspondence before the issue of the Notice to Owner (NTO). Any further challenges or correspondence must be made following the Notice to Owner, as a formal representation to the issue of the PCN. The grounds on which the owner may make representation are specified in the above regulations.

The **challenge** to the PCN must be in writing.

Please complete the section below and hand it to the Receptionist retaining the 2nd copy for yourself. Alternatively, you can write to Parking@Hart, PO Box Fleet 338, Fleet, GU51 4WH or e-mail parking@hart.gov.uk

Penalty Charge Notice No: PH	Vehicle Registration No: _____
I am the driver/owner of the above vehicle and wish the following circumstances to be taken into account in challenging the issue of the PCN:	

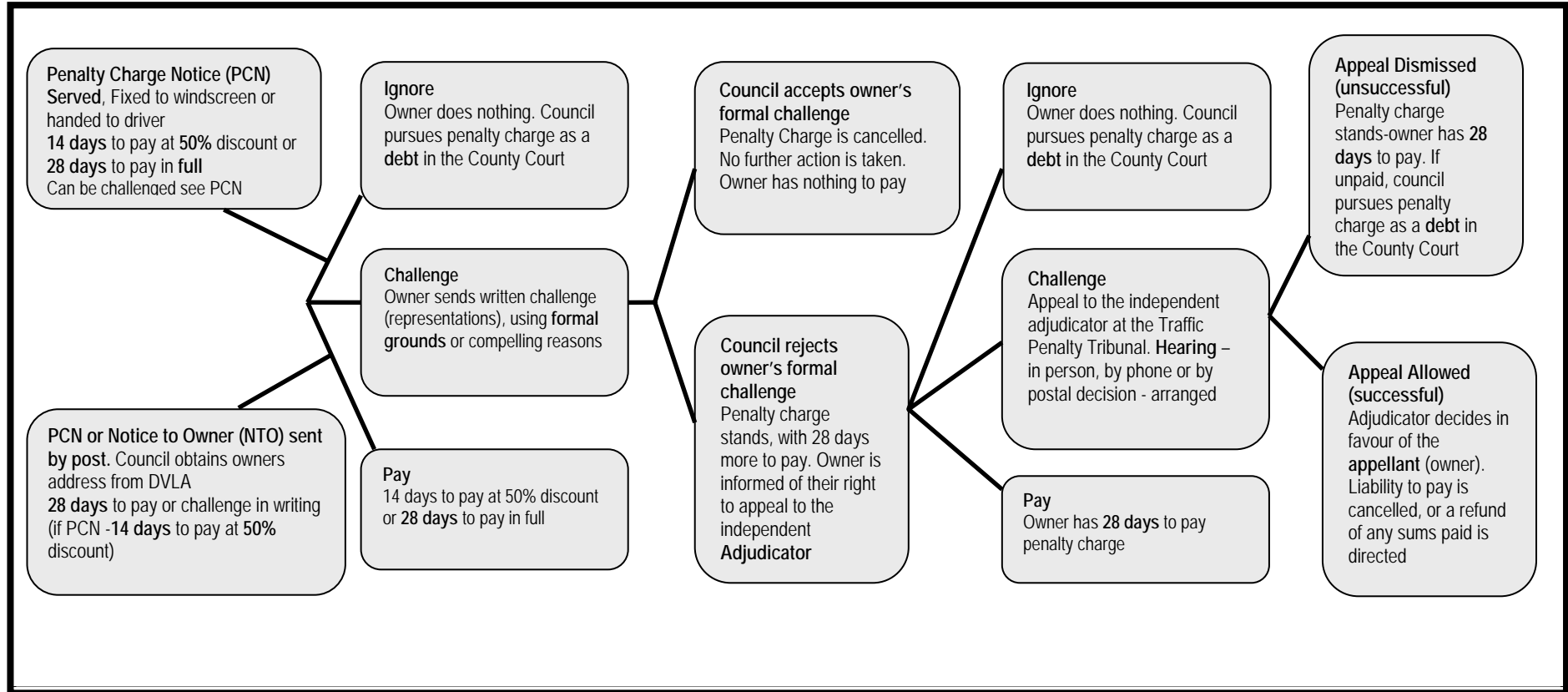
Please **PRINT** your details clearly

Name: _____	Title: _____
Address: _____	

Signature _____	Postcode: _____
_____	Date: _____
_____	_____

Penalty Charge Enforcement Process Guide

The Council may, at any time, cancel the penalty charge notice where appropriate. If the owner pays the Penalty Charge Notice, at the appropriate charge, the case will be closed.



Grounds for a challenge or representation will be considered against the formal grounds within the Notice to Owner and the Council's Civil Parking Enforcement policy.

Please supply evidence to support your challenge e.g. proof of ownership, valid pay & display ticket, Blue Badge, loading/unloading note/sales invoice, police incident number or doctor's certificate.