



## Penalty charge notice

Traffic Management Act 2004

To

**Liability for the penalty charge lies with you, the owner/hirer/keeper**

Vehicle registration mark:

Penalty charge notice:

Date of this notice: **23 May 2013**

TMA, RR, PCN-20130523-072013-1959.csv 23/05/2013 . Rec: 326

Transport for London believes that a penalty charge is payable with respect to the above vehicle for the following alleged parking contravention: **46:Stopped where prohibited (on a red route or clearway)**

Contravention location: **O/S 49-53 HIGH STREET BR4**

on **18/05/2013**

at **17:46**

The alleged contravention was seen and recorded by camera operator number **RNC/038** who was observing real time pictures from an approved device at the time stated and has been recorded on digital storage media

### **DO NOT IGNORE THIS NOTICE THIS NOTICE ALSO SERVES AS A NOTICE TO OWNER**

This Penalty Charge Notice is served by post on the basis of a record produced by an approved device. Please see overleaf for more details of how to pay or what to do if you think this Penalty Charge is not payable.

The full amount of the penalty charge is **£130**. The penalty charge must be paid before the end of 28 days beginning with the date on which this notice is served or the person on whom this notice is served may make representations in writing. Representations which are received after the end of the 28 days beginning with the date on which this notice is served may be disregarded. A reduced charge of **£65** is payable, allowing a 50% discount, if the penalty charge is paid not later than the end of the period of 21 days beginning with the date on which this notice was served. You must not ignore this notice. If you fail to pay the penalty charge or make representations before the end of the period of 28 days beginning with the date on which this notice is served, a charge certificate may be issued to you increasing the penalty charge payable by 50% to **£95** (less any money already received) Failure to pay the increased amount may result in a County Court Order against you and a warrant being issued to bailiffs.

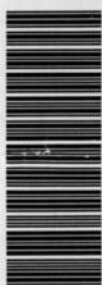
### How to contact us

All representations against the penalty charge must be made in writing to:

Transport for London, PO Box 194, Sheffield, S98 1LZ or Online at [www.tfl.gov.uk/roadusers](http://www.tfl.gov.uk/roadusers).

For general enquiries, telephone 0845 603 4545 or 020 8253 7000 Monday to Friday - 08:00 to 21:00, Saturday - 09:00 to 15:00 or email [enquiries@tflcroydon.co.uk](mailto:enquiries@tflcroydon.co.uk)

**MAYOR OF LONDON**



From

### Payment

Vehicle registration mark:

Penalty charge notice

Total amount due **£65**

### Type of payment

☐ Cheque ☐ Postal order ☐ Mastercard ☐ Visa ☐ Delta ☐ Switch ☐ Amex ☐ Diners Club

My card number is

Switch issue no.  Start date of card  Expiry date of card

Name (as on card)

Card holder's address

Signature

Total paid



You are entitled to view a recording or obtain images free of charge. To view a recording or obtain still images of the alleged contravention, write to us by email to [enquiries@tflcroydon.co.uk](mailto:enquiries@tflcroydon.co.uk) or by post to Transport for London, PO Box 194, Sheffield, S98 1LZ. If you (or another person nominated by you) wish to view a recording then that must take place in our offices, Monday to Friday, 09.00 to 17.00 hours, further details will be provided upon receipt of request. Alternatively, we can send you a copy of the recording for a fee of £10. We will respond to your enquiry within two weeks and your case will be put on hold until the still images / recording have been sent to your address or the recording has been viewed.

## How to pay

### Postal payments

Postal payment can be made by completing the payment slip overleaf and returning it by post, with the payment, to Transport for London, PO BOX 194, Sheffield, S98 1LZ. Cash should not be sent by post. Please ensure that the penalty charge notice number is written on the reverse of the cheque/postal order. The payment slip overleaf **must** accompany every payment. Please note that receipts will not be issued unless requested.

All cheques and postal orders must be payable to: "Transport for London" and crossed "a/c payee".

**Post dated cheques will not be accepted.**

### Telephone payments

Telephone payments (24 hours, Mon to Sat) on **0845 603 4545 or 020 8253 7000**

### Online payments

You can pay online at [www.tfl.gov.uk/redroutepayments](http://www.tfl.gov.uk/redroutepayments)



We accept payment by Mastercard, Visa, Delta, Switch, Amex and Diners Card. Your credit or debit card statement will show a payment to "TfL Red Route PCN".

## Enquiries

For general enquiries, telephone 0845 603 4545 or 020 8253 7000 Monday to Friday - 08.00 to 21.00 hours, Saturday -09:00 to 15:00 hours.

## Data Protection Act

Transport for London and the Metropolitan Police Service will use your personal data collected in the process of issuing this penalty charge notice, and any subsequent information collected, for the purpose of: issuing penalty charge notices and subsequent administration including appeals; traffic management; policing purposes; monitoring the performance of traffic wardens/parking attendants; transfer to their agents for administration purposes; and the transfer to third parties, where necessary, for all of the above purposes and for statutory and regulatory compliance, the prevention and detection of crime and the apprehension of offenders.

**You must either**

- ☐ Pay the penalty charge. If a payment is received within 21 days, beginning with the date of service of this notice a 50% reduction will apply, **please do not make payment if you wish to challenge this PCN.**

**OR**

- ☐ Make representations, if you think one or more of the grounds below applies to your case. Complete the form below enclosing all evidence that supports your representation. If your representation is accepted, the penalty charge will be cancelled. If your representation is rejected, you may appeal to an independent parking and traffic adjudicator. Your representation must be received before the end of the period of 28 days beginning with the date on which this notice is served, please indicate which ground(s) by ticking in the relevant box(es). Any representations made outside this period may be disregarded. In all cases, please give details in the space provided. However, if you wish to take advantage of the discount amount, you must ensure that your representation is received in the 21 day period beginning with the date on which this notice is served. The representations may include mitigating circumstances not listed below, as to why you believe that a penalty charge is not payable. The penalty charge will be held at the discount amount whilst we consider your representations.

**Grounds for representations (please tick appropriate boxes) See page 4 for further information**

- |  |   |
|--|---|
| <input type="checkbox"/> <b>The contravention did not occur.</b><br>Tick this box if the contravention described on the penalty charge did not happen.   | <input type="checkbox"/> <b>The traffic order was invalid.</b><br>Tick this box if you believe that the parking restriction was invalid or illegal.   |
| <input type="checkbox"/> <b>I was not the owner/keeper of the vehicle at the time of the contravention.</b><br>Tick this box if you did not own the vehicle when the contravention occurred. When returning this form you must if in your possession enclose details - such as a receipt of sale/purchase or a copy of the DVLA registration form. | <input type="checkbox"/> <b>The vehicle had been taken without my consent.</b><br>Tick this box if the vehicle had been stolen or taken without your consent when the contravention occurred. When returning this form you should enclose detailed evidence such as a police crime report number or an insurance claim. |
| <input type="checkbox"/> <b>The penalty charge has been paid in full, or has been paid at the reduced amount within the specified period -</b> provide details of the payment method, date and amount.   | <input type="checkbox"/> <b>The Penalty Charge exceeds the applicable amount.</b><br>Tick this box if the amount of the penalty charge is incorrect.  |
| <input type="checkbox"/> <b>We are a vehicle hire firm and have supplied the name of the hirer.</b> Tick this box if you are a hire company and the hirer has signed a formal agreement accepting liability for parking tickets (PCNs). You must enclose the name and address of the hirer and a copy of the statement they signed.                | <input type="checkbox"/> <b>There has been a procedural impropriety on the part of the enforcement authority -</b> please describe the alleged impropriety  |
- ☐ **Any mitigating circumstances you wish to raise**

**Details:**

(Please continue on another sheet if necessary)

**Ownership details: I was not the owner/keeper of the vehicle when the PCN was issued because:**

<input type="checkbox"/> I have never owned the vehicle	
<input type="checkbox"/> I disposed of the vehicle before the contravention on:	Name and address of the person from whom acquired/to whom disposed/hired to:
<input type="checkbox"/> I acquired the vehicle after the contravention on:	
<input type="checkbox"/> We are a hire firm and the vehicle was on hire at the time	

**Please make sure you sign the following declaration if you want us to consider your representations.**

I confirm that the above information is correct to the best of my knowledge. I understand that making a false statement may result in prosecution and a possible fine of up to £5000.

Name (in BLOCK CAPITALS) \_\_\_\_\_ (position in company if relevant) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



You may make representations to us against the imposition of the penalty charge in this Penalty Charge Notice. Representations may be made Online at [www.tfl.gov.uk/roadusers](http://www.tfl.gov.uk/roadusers), or by post to Transport for London, PO Box 194, Sheffield, S98 1LZ. Please include any available supporting evidence.

Representations must include the name, postal address and signature of the person making them. If representations are made online or by email then the name of the person making them must be in the message header or main body text, and will be taken to be the signature of that person.

The authority may disregard any representations received outside the period of 28 days beginning with the date on which the penalty charge notice was served.

The statutory grounds for making representations are listed below. Whether or not any of the statutory grounds apply, you may also provide mitigating circumstances as to why we should cancel the penalty charge. The statutory grounds for representation are that:

- the alleged contravention did not occur;
- you—
  - o were never the owner of the vehicle in question,
  - o had ceased to be the owner before the date on which the alleged contravention occurred,
  - o or became its owner after that date;
- the vehicle had been permitted to remain at rest in the place in question by a person who was in control of the vehicle without the owner's consent;
- you are a vehicle-hire firm and –
  - o the vehicle in question was on hire under a hiring agreement at the time of the contravention, and
  - o the person hiring the vehicle had signed a statement of liability in respect of any penalty charge notice served during the period of the hire agreement;
- the penalty charge exceeds the amount applicable in the circumstances of the case;
- there has been a procedural impropriety (described below) on the part of the enforcement authority;
- the traffic order (except where it is an order made under Schedule 9 of the Road Traffic Regulation Act 1984) which is alleged to have been contravened is invalid;
- the penalty charge has already been paid.

In addition, any other mitigating circumstances you wish to raise.

"Procedural impropriety" means a failure by the enforcement authority to observe any requirement imposed on it by the Traffic Management Act 2004, or the relevant Regulations made under that Act in respect of the civil enforcement of parking contraventions, in relation to the imposition or recovery of a penalty charge or other sum.

If you are making representations to the effect that you acquired the vehicle after the date of the alleged contravention, or ceased to be the owner of the vehicle before that date, then your representations must include the name and address of the person from whom you acquired the vehicle, or to whom you disposed of it, if you have that information.

If you are a vehicle hire firm and are making representations to the effect that the vehicle was on hire at the time of the alleged contravention then your representations must include the name and address of the person to whom the vehicle was hired at the time and a copy of their statement of liability.

A person who knowingly or recklessly makes a false representation regarding a material fact is guilty of an offence and on summary conviction may be liable for a fine of up to £5,000.

We will consider representations and supporting evidence and advise you of our decision within 56 days beginning with the date on which we received your representation except that we may disregard representations received after the end of 28 days beginning with the date of service of the penalty charge notice. If we accept your representations we will cancel the penalty charge. If you made your representation within the period of 28 days beginning with the date on which the penalty charge notice was served or if you made representations outside of that period but we have not disregarded them, and we do not accept those representations, you will receive a notice of rejection. This will state amongst other things that you may appeal against the notice of rejection to an adjudicator and provide you with the information you need to lodge an appeal.

If after the last day of the period of 28 days beginning with the date on which the penalty charge notice was served, no representations have been received and the penalty charge remains unpaid, the penalty charge may increase by 50% and we may take steps to pursue the payment of the increased penalty charge. Please ensure that you include all information you feel is relevant in making your representations.