



Enforcement Operations Agreement

Schedule 2

Appendix 02 – Notice Templates and the Merge Field Guide

tfl_scp_000555

Service Operations Directorate
Transport for London
4th Floor, Palestra
197 Blackfriars Road
Southwark London SE1 8NJ

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Charge certificate

London Local Authorities Act 1996 (as amended)
Road Traffic Regulation Act 1984 (as amended)

To	Vehicle registration mark:
	Penalty charge notice:
	Date of notice:

The above penalty charge notice dated _____ was sent to you as the owner of vehicle
Registration _____ for the alleged contravention of being in a Bus Lane that is
in _____ on _____ at _____

The alleged contravention was detected using a prescribed device and has been recorded on digital storage media.

Over 28 days ago you were served one of the following: an enforcement notice; a notice of rejection; or an adjudicator's decision. As the penalty charge has not been paid in full, before the end of the relevant period, under paragraph 8(1) of Schedule 1 of the London Local Authorities Act 1996 (as amended) the penalty charge has increased to

A penalty charge increased by 50% now of _____ must be paid for this contravention

If this penalty charge is not paid before the end of the period of 14 days beginning with the date on which the charge certificate is served, Transport for London may, if a County Court so orders, recover the increased charge as if it were payable under a County Court Order.

How to contact us

Transport for London, PO Box 4532, BN13 1XZ or by email to enquiries@tflcroydon.co.uk
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.

MAYOR OF LONDON

From	Payment
	Vehicle registration mark
	Penalty charge notice
	Total amount due

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**

HOW TO PAY

Postal payments

Payment can be made by completing the payment slip overleaf and returning it by post, with the payment, to Transport for London, PO BOX 4532 BN13 1XZ. 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 below **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

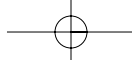
Payment by credit or debit card



We accept payment by Mastercard, Visa, Delta, Switch Amex or Diners Club. 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.



Transport for London



Enforcement notice

London Local Authorities Act 1996 (as amended)
Road Traffic Regulation Act 1984 (as amended)

To

Liability for the penalty charge lies with you, the owner.

Vehicle registration mark:

Penalty charge notice:

Date of notice:

Notice is hereby served to the owner of vehicle registration mark

for alleged contravention of **being in a bus lane that is**

in _____ on _____ at _____ hrs.

The alleged contravention was detected by a prescribed device and has been recorded on digital storage media

A penalty charge of £ _____ is payable before the end of the period of 28 days beginning with the date on which the enforcement notice is served **OR** the person on whom the notice is served may make representations in writing (see details overleaf). TfL are entitled to disregard representations received after the end of the period of 28 days beginning with the date on which the enforcement notice was served.

You must not ignore this notice (unless you have paid the penalty charge in full within the last 5 days of service of 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 of service of this notice, a charge certificate may be served on you and so increasing the penalty charge payable to _____ (less any monies 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

Please note that representations against this penalty charge notice must be made in writing to: Transport for London, PO Box 4532, BN13 1XZ or by email to enquiries@tflcroydon.co.uk
For general enquiries, telephone 0845 603 4545 or 020 8253 7000 Monday to Friday - 08:00 to 21:00, Saturday - 9:00 to 15:00.

MAYOR OF LONDON

From

Payment

Vehicle registration mark.

Penalty charge notice no.

Total amount due

Type of payment

Cheque Postal order Mastercard Visa Delta Switch Amex Diners Club

My card number is

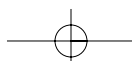
Switch issue no. Start date of card Expiry date of card

Name (as on card)

Card holder's address

Signature

Total paid



Enforcement notice continued

How to make representations (appeal against the penalty charge)

The following grounds are set out in the London Local Authorities Act 1996 (as amended). If you believe that one or more of these grounds applies to your case, complete the form below enclosing all evidence that supports your representation. If your representation is accepted, the penalty charge notice will be cancelled. If your representation is rejected, you can appeal to the Traffic Adjudicator. Your representation must be received before the end of the period of 28 days beginning with the date on which the enforcement notice is served. The representation may include mitigating circumstances, not listed below, as to why you believe that a penalty charge is not payable. If the Police are taking action for the alleged contravention you should inform Transport for London.

Grounds for representations (please tick appropriate boxes)

- I never owned the vehicle in question/I ceased to be the owner of the vehicle before the date on which the penalty charge was alleged to have become payable/I became the owner after that date (1)
- There was no breach of the bus lane order or Regulation (2)
- The vehicle was taken and being driven without my consent at the time of the contravention (3)
- Other (mitigating circumstance) (4)

Details or any other supporting evidence you wish Transport for London to consider

- (1) Supply name and address of seller/buyer if in your possession.
 (2) Give details on separate sheet, if necessary.
 (3) Supply proof (eg police report/insurance claim).
 (4) If the police have issued a fixed penalty notice or prosecuted you for the same offence then provide details. Please provide any mitigating circumstances you wish Transport for London to consider.

Note: If you do not provide the relevant information, it may not be possible to consider your representation.

Declaration

I declare that all the information shown above is correct

Signature: Date:...../...../.....

N.B. A false declaration may result in prosecution and a fine upon conviction.

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 4532 BN13 1XZ. 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 below **must** accompany every payment. Please note that receipts will not be issued unless requested and accompanied by a stamped addressed envelope.

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/redrourepayments

Payment by credit or debit card



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

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.



Order for recovery - unpaid penalty charge

London Local Authorities Act 1996 (as amended)
Road Traffic Regulations Act 1984 (as amended)

To the Respondent

Vehicle registration

Penalty charge notice

Date of issue of this notice

Applicant Transport for London

Location of contravention

Date of contravention

Amount of charge

Court registration fee

Total

An order to recover a penalty charge has been made against you at the Traffic Enforcement Centre at Northampton County Court

You must within 21 days of the date shown on the postmark **either**

1. Pay the total amount due (shown above) to:

For payment instructions please see the reverse of this form.

OR

2. File a statutory declaration

on the enclosed form and send it to the Traffic Enforcement Centre at the address given below. The declaration must be signed before a Commissioner for Oaths (e.g. a solicitor), or an officer of any County Court appointed by a judge to take affidavits or a Justice of the Peace (at any magistrates court). You may have to pay a fee.

The only grounds on which a statutory declaration can be made are:

1. You did not receive the enforcement notice (notification of the penalty charge)
2. You made representations about the penalty charge notice to Transport for London within 28 days of service of the enforcement notice, and you did not receive a rejection notice.
3. You appealed to the Parking & Traffic Adjudicator against Transport for London's decision to reject your representation, within 28 days of service of the rejection notice but you have had no response to your appeal.

IMPORTANT: Filing a false declaration knowingly and wilfully is a criminal offence under Section 5 of the Perjury Act 1911 and you may be imprisoned for up to 2 years, or being fined or both.

If you need more time in which to file your statutory declaration:

Write immediately to the Traffic Enforcement Centre at the address given below, stating:

- Vehicle registration number
- Your full name and address
- The penalty charge notice number (shown above)
- The Authority concerned (i.e Transport for London)
- How much time you need to file your statutory declaration
- The reasons you require more time

If you do nothing your possessions may be removed and sold to pay this charge.

Drawn up on the authority of: The Traffic Enforcement Centre, Bulk Centre, Northampton County Court, St Katherine's House, 21/27 St. Katherine's Street, Northampton NN1 2LH. Telephone: 08457 045007

PE2 Order for Recovery of Unpaid Penalty Charge (CPR Part 75)

HOW TO PAY

Please read these notes carefully before taking any further action

The enclosed Order for the Recovery of unpaid penalty charge has been sent to you because the penalty charge has been registered as a debt in the County Court. It is now too late for you to query the issue of the penalty charge notice and we are unable to enter into any correspondence with you in this respect. As explained in the Order, You must do one of the following:

EITHER 1. Pay the charge (see payment instructions below).

OR 2. Complete the enclosed statutory declaration form if one of the three grounds listed in the form apply to you and send it to the County Court. **Please Note: The declaration cannot be accepted unless it is signed in the presence of a Commissioner for Oaths.**

You may telephone Transport for London on 0845 603 4545 or 020 8253 7000 Monday to Friday - 08.00 to 21.00 hours, Saturday - 09:00 to 15:00 hours and Sunday - 11:00 to 15:00 hours and staff will be available to advise you on how to pay or complete the statutory declaration form.

Please Note: Staff will be unable to deal with any query in respect of the issue of the penalty charge notice itself.

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 4532 BN13 1XZ. 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 below **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

To pay by telephone (24 hours, Mon to Sun) **0845 603 4545 or 020 8253 7000**

Online payments

You can pay online at www.tfl.gov.uk/redroutepayments

Payment in person

You can pay in person with the penalty charge notice at the Transport for London Parking Shops. They are open from 07.00 to 19.00, Monday to Friday (and Saturday as indicated) and are located at:

- Environmental Local, 13/15 Guilford Street, Camden, London, WC1N 1DW
- NCP Enforcement Office, Units 9-10, The Alpha Business Centre, 60 South Grove, Walthamstow, London, E17 7NX (Saturday 09.00 to 13.00)
- Lewisham Parking Shop, 2 Rennell Street, Lewisham, SE13 7HD
- 50 Grove Road, Sutton, Surrey SM1 1BT

Payment by credit or debit card



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".

MAYOR OF LONDON

From

Payment

Vehicle registration

Penalty charge notice

Total amount due

Type of payment

Cheque Postal Order Mastercard Visa Delta Switch

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



Penalty charge notice London Local Authorities Act 1996 (as amended) Road Traffic Regulation Act 1984 (as amended)

To _____

Liability for the penalty charge lies with you, the owner.

Vehicle registration mark: _____

Penalty charge notice: _____

Date of notice: _____

Notice is hereby served to the owner of vehicle registration mark _____
 for the alleged contravention of **being in a bus lane that is**
 in _____ on _____ at _____ hrs

The alleged contravention was seen and recorded by camera operator number _____
 who was observing real time pictures from a prescribed device at the time stated and has been
 recorded on digital storage media

A penalty charge of £ _____ is payable before the end of the period of 28 days beginning with the date
 of this notice. If the penalty charge is paid before the end of the period of 14 days beginning with the date
 of this notice, the penalty charge payable will be reduced by 50%. If the penalty charge is not paid before
 the end of the 28 days period, an enforcement notice may be served by Transport for London on the
 person appearing to be the owner of the vehicle. This will allow the recipient to make representations
 regarding the alleged contravention.

How to contact us

Please note that representations against this penalty charge notice must be made in writing to:
 Transport for London, PO Box 4532, BN13 1XZ or by email to enquiries@tflcroydon.co.uk
 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.

MAYOR OF LONDON

<p>From</p>	<p>Payment</p> <p>Vehicle registration mark. _____</p> <p>Penalty charge notice. _____</p> <p>Total amount due _____</p>
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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 must either

1. Pay the penalty charge. If a payment is received in a period of 14 days beginning with the date of this notice, a 50% reduction will apply. Or
2. Make formal representations (written challenge) which can be made on receipt of an enforcement notice on the grounds that: 1) I never owned the vehicle in question/I ceased to be the owner of the vehicle before the date on which the penalty charge was alleged to have become payable/I became the owner after that date. 2) There was no breach of the bus lane order or regulation. 3) The vehicle was taken and being driven without my consent at the time of the contravention. Transport for London may disregard representations received 28 days after the enforcement notice has been served. Transport for London has a duty to consider your representation and serve notice of their decision. If you are not the owner of the vehicle you must give the name and address of the owner if in your possession. You may informally challenge the penalty charge notice in the 28 days beginning with date of this notice by writing to the postal or email address given on the front of this notice. However, if you wish to take advantage of the discount amount, you must ensure that your representation is received in the 14 days period beginning with the date of this notice. The representation may include mitigating circumstances, as to why you believe that a penalty charge is not payable or that no penalty charge is payable as you have received a Police fixed penalty notice or notice of intention to prosecute.

HOW TO PAY

Postal payments

Payment can be made by completing the payment slip overleaf and returning it by post, with the payment, to **“Transport for London”**, PO BOX 4532 BN13 1XZ. 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 below **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

Payment by credit or debit card



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

Data Protection Act

Transport for London (TfL) will use the data collected in the process of issuing this penalty charge notice, and any subsequent information provided, for the purpose of enforcement of traffic offences and traffic management administration.

The data will be used by TfL and its agents, London local authorities and may be disclosed to other law enforcement agencies for those purposes, and when it is considered necessary for the prevention and detection of crime, and when otherwise legally required.



Statutory declaration - unpaid penalty charge

London Local Authorities Act 1996 (as amended)
Road Traffic Regulations Act 1984 (as amended)

To **The Traffic Enforcement Centre**
Northampton County Court
Bulk Centre
St. Katherine's House
21-27 St. Katherine's Street
Northampton NN1 2LH

Vehicle registration
Penalty charge notice
Applicant Transport for London
Location of contravention
Date of contravention

1. Give full details below and tick the box which applies. You must ensure that all the details above are correctly entered from the Order for recovery of unpaid penalty charge.
2. You must then have the form sworn before a Commissioner for Oaths (eg a solicitor), a Justice of the Peace, (at any Magistrates Court) or an officer of your local County Court before sending the declaration to the Traffic Enforcement Centre at the above address. You may have to pay a fee.

I, (Full name and address of the respondent)

The above named respondent declares that: (tick ✓ which box applies):

- I did not receive the enforcement notice (notification of the penalty charge).
- I made representations about the penalty charge notice to Transport for London within 28 days of service of the enforcement notice, but did not receive a rejection notice.
- I appealed to the Parking & Traffic Adjudicator against Transport for London's decision to reject my representation, within 28 days of service of the rejection notice, but have had no response to my appeal.

My reasons are: (give full details)

Important: Filing a false declaration knowingly and wilfully is a criminal offence under Section 5 of the Perjury Act 1911 and you may be imprisoned for up to 2 years, or fined or both

I do solemnly and sincerely declare that the information given in this declaration is true.

Signed..... Before me.....
Declared at: Dated.....
Declared at: in the
this..... day of.....200.....

Commissioner for Oaths / Officer of the Court appointed
by the judge to take affidavits / justice of the peace
(please delete as appropriate).



Note: If this Declaration is not sworn and completed in accordance with instruction 2 above, it cannot be accepted and will be returned to you. PE3 Statutory declaration - unpaid penalty charge (CPR Part 75)



Charge Certificate The Road User Charging (Charges & Penalty Charges) (London) Regulations 2001 as amended, The Road User Charging (Enforcement & Adjudication) (London) Regulations 2001 as amended and The Greater London (Central Zone) Congestion Charging Order 2004 as varied.

To:

Issue date:

Penalty Charge Notice number:

Automated payment reference:

This Charge Certificate has been sent to you as the registered keeper/hirer of the following vehicle:

Registration Mark:

Make: Model:

For the following: the use of a vehicle on a road in the charging area to which a charging scheme applies without payment of the appropriate charge, at the time and location stated below:

Location:

Date: Time:

The contravention is supported by a number of evidential images.

If you do not pay, Transport for London (TfL) may register the outstanding balance as a debt at the County Court. A Warrant may then be issued to bailiffs to recover payment.

WARNING

As the registered keeper or hirer of the vehicle at the time of the above contravention you are responsible for the payment of this penalty charge. A Penalty Charge Notice was issued on which gave you 28 days to pay the penalty charge of or make a representation against it. To date you have paid , and as full payment has not been made within the prescribed period the penalty charge due has been increased to . Failure to make full payment of the outstanding balance due of within 14 days of the serving of this notice may result in the registration of the debt at the County Court. If full payment has still not been received a Warrant may then be issued to bailiffs to recover the payments due. You would also become liable for any additional County Court and bailiff fees that may be applicable.

Penalty charge payment details

Please complete the details and sign below as necessary

Tick to indicate payment method:

By cheque/postal order

By credit/debit card

Penalty Charge Notice number

Vehicle registration mark

Automated payment reference

I authorise/include payment of the total amount due

Card Number

Valid from (mmyy) Expiry date Maestro issue number (if applicable)

Name on card (block capitals)

Signature Date

Service of this Notice

Under the Interpretation Act 1978 s.7, unless the contrary is proved, service is deemed to have been effected at the time when this Charge Certificate would be delivered in the ordinary course of post.

How to pay your Penalty Charge

To pay by the internet (using a credit/debit card)

This is the quickest and easiest way to pay your penalty charge and ensures your payment is immediately credited. You can also request a receipt electronically or by post. Please visit www.cclondon.com/paypenalty and follow the links to pay the penalty charge.

To pay via the call centre (using a credit/debit card)

Telephone the call centre on 0333 200 1000, where you can use the automated telephone response system to pay the penalty charge. Listen to the options carefully and please have this Penalty Charge Notice and your credit/debit card available. You **MUST** wait until your payment is confirmed to you by the automated payment system.

Please note: You can also continue after the payment confirmation to request a receipt of payment by post. Calls may be monitored or recorded for administration purposes.

To pay by post

If paying by post please ensure your payment is received by the date shown on the front of this notice allowing time for any postal delay. Using the tear-off strip overleaf please complete the required details to pay by credit/debit card, cheque or postal order. Cheques or postal orders should be made payable to 'Congestion Charging London' and be crossed and endorsed 'Account Payee'. **Write the Penalty Charge number on the reverse of your cheque.** Do **NOT** send cash through the post. Please send your payment with the completed penalty charge payment slip to: **Congestion Charging, PO Box 4783, Worthing BN11 9PT.**

Data Collection Notice

Transport for London (TfL), its subsidiaries and service providers, will use your personal information (including data captured by camera) for the purposes of customer services and administration, the enforcement of road user charging schemes, the provision of travel related information, customer research and fraud prevention. Your personal information will be properly safeguarded and processed in accordance with the requirements of the Data Protection Act 1998.

We may share your information with the Driver and Vehicle Licensing Agency, local authorities and other organisations for the administration (including verification of discount entitlement) and enforcement of road user charging schemes; the prevention and detection of crime and protection of public funds. TfL randomly selects and monitors vehicles subject to a discount to identify possible fraudulent use. If you persistently fail to pay any road user charges due or attempt to defraud TfL, we may record your vehicle's movements to assist in tracing persistent evaders and those committing fraud.

In certain circumstances, TfL may also share your personal information with the police and other law enforcement agencies for the purposes of the prevention and detection of crime.

Order for recovery of unpaid penalty charge

Form PE2

To the respondent

Penalty charge number	
Vehicle registration number	
Applicant	Transport for London
Location of contravention	
Date of contravention	
Amount of charge	
Court registration fee	
Total amount due	

On

An order to recover a penalty charge has been made against you at the Traffic Enforcement Centre at Northampton County Court.

YOU MUST WITHIN 21 DAYS (of the date shown on the postmark) EITHER

- Pay the total amount due via the call centre on **0333 200 1000** quoting or complete the payment details on the reverse of this form. Please note that all payments and enquiries must be directed to Congestion Charging, PO Box 4783, Worthing, BN11 9PT. If you need any help or further information you may contact the call centre

OR

- File a Statutory Declaration on the enclosed form and send it to The Traffic Enforcement Centre at the address given below. The Statutory Declaration must be signed before a commissioner for oaths (e.g. a solicitor), or an officer of any County Court appointed by a Judge to take affidavits or a Justice of the Peace (at any Magistrates Court). You may have to pay a fee.

Making a Statutory Declaration

You may make a Statutory Declaration under one of the following grounds:

- You did not receive a Penalty Charge Notice
- You made representations about the penalty charge to Transport for London (TfL), within 28 days of the service of the Penalty Charge Notice, and you did not receive a rejection notice.
- You appealed to the Parking and Traffic Appeals Service against TfL's decision to reject your representation, within 28 days of the service of the rejection notice, but you have had no response to your appeal.

Filing a false declaration knowingly and wilfully is a criminal offence under Section 5 of The Perjury Act 1911 and you may be imprisoned for up to 2 years or fined or both.

If you need more time in which to file your statutory declaration, write immediately to the Traffic Enforcement Centre, stating:

- Your full name and address.
- The penalty charge number.
- The reasons why you require more time.
- Vehicle registration number.
- How much time you need to file your statutory declaration

If you do nothing your possessions may be removed and sold to pay this charge

Drawn on the authority of: The Traffic Enforcement Centre at Northampton County Court, Bulk Centre, St. Katharine's House, 21 - 27 St. Katharine's Street, Northampton, NN1 2LH (Telephone 08457 045007)

ENF_03 v8.0

Statutory Declaration - unpaid penalty charge

Form PE3

To:
 The Traffic Enforcement Centre
 Northampton County Court, Bulk Centre
 St. Katharine's House
 21 - 27 St. Katharine's Street
 Northampton
 NN1 2LH

Penalty charge number	
Vehicle registration number	
Applicant	Transport for London
Location of contravention	
Date of contravention	

Give full details below and tick the box which applies. You must ensure that all the details above are correctly entered from the Order for Recovery of unpaid penalty charge, which accompanies this form. You must then sign the form in the presence of a commissioner for oaths (e.g. a solicitor), a Justice of the Peace (at any Magistrates Court) or an officer of your local County Court, and declare that the above contents are true before sending the declaration to the Traffic Enforcement Centre at the above address. You may have to pay a fee.

I (full name and address of respondent)

The above named respondent declare that: (tick only one of the boxes)

- I did not receive the Penalty Charge Notice (notification of the penalty charge).
- I made representations about the penalty charge to Transport for London (TfL), within 28 days of the service of the Penalty Charge Notice, but did not receive a rejection notice.
- I appealed to the Parking and Traffic Appeals Service against TfL's decision to reject my representation, within 28 days of the service of the rejection notice, but I have had no response to my appeal.

Any other information

IMPORTANT: Filing a false declaration knowingly and wilfully is a criminal offence under section 5 of the Perjury Act 1911 and you may be imprisoned for up to 2 years or fined or both.

I do solemnly and sincerely declare that the information given here is true.

Signed Dated

Declared at

This day of 20

Before me

Signature Dated

Commissioner for Oaths/Officer of the Court appointed by the Judge to take affidavits/Justice of the Peace. Please note: If the form is not sworn in accordance with the instructions above it cannot be accepted and will be returned to you.

Late Statutory Declaration/Applying for a time extension

If you wish to discuss either of the following please contact The Traffic Enforcement Centre on 08457 045007:

- Late Statutory Declaration
- Applying for a time extension

How to pay your Penalty Charge

To pay by the internet (using a credit/debit card)

You can pay via the internet, please visit www.cclondon.com/paypenalty and follow the links to pay the Penalty Charge Notice.

To pay via the call centre (using a credit/debit card)

Telephone the call centre on 0333 200 1000, where you can use the automated telephone response system to pay the penalty charge, Listen to the options carefully and please have this Order for Recovery and your credit/debit card available. You MUST wait until your payment is confirmed to you by the automated payment system.

Please note: You can also continue after the payment confirmation to request a receipt of payment by post.

Calls may be monitored or recorded for administration purposes.

To pay by post

Please complete the required details to pay by credit/debit card, cheque or postal order. Cheques or postal orders should be made payable to "Congestion Charging London" and be crossed and endorsed "Account Payee". **Write the Penalty Charge Notice number on the reverse of your cheque.**

Do **NOT** send cash through the post.

Please send your payment with this form to
Congestion Charging, PO Box 4783, Worthing BN11 9PT.



Penalty charge payment details

Please complete the details and sign below as necessary

Tick to indicate payment method:

By cheque/postal order

By credit/debit card

Penalty Charge Notice number

Vehicle registration mark

Automated payment reference

I authorise/include payment of the total amount due

Card Number

Valid from (mmyy) Expiry date Maestro issue number (if applicable)

Name on card (block capitals)

Signature Date

Penalty Charge Notice The Road User Charging (Charges & Penalty Charges) (London) Regulations 2001 as amended, The Road User Charging (Enforcement & Adjudication) (London) Regulations 2001 as amended and The Greater London (Central Zone) Congestion Charging Order 2004 as varied.

To: _____

Issue date: _____

Penalty Charge Notice number: _____

Automated payment reference: _____

This Penalty Charge Notice has been sent to you as the registered keeper/person liable of the following vehicle:

Registration Mark: _____

Make: _____

Model: _____

For the following: the use of a vehicle on a road in the charging area to which a charging scheme applies without payment of the appropriate charge, at the time and location stated below:


Location: _____

Date: _____ Time: _____

If you do not respond before the end of the period of 28 days beginning with the date of service of this notice a Charge Certificate may be issued which would increase the penalty charge to _____. Failure to then pay the increased penalty charge may result in the outstanding balance being registered as debt in the County Court.

You have 14 days beginning with the date of service of this notice to pay the discounted penalty charge of _____. If this is not paid by _____ then the full penalty charge of _____ is payable.

If you fail to pay the penalty charge or make representations by _____ a Charge Certificate may be issued which would increase the amount payable to _____.

 **Penalty charge payment details**

Please complete the details and sign below as necessary

Tick to indicate payment method: By cheque/postal order By credit/debit card

Penalty Charge Notice number _____

Vehicle registration mark _____

Automated payment reference _____

Tick box to authorise payment of £60 £120

Card Number _____

Valid from (mmyy) _____ Expiry date _____ Maestro issue number (if applicable) _____

Name on card (block capitals) _____

Signature _____ Date _____

Service of this Notice

Under the Interpretation Act 1978 s.7, unless the contrary is proved, service is deemed to have been effected at the time when this Penalty Charge Notice would be delivered in the ordinary course of post.

Liability for this penalty charge lies with you, the registered keeper or hirer. You are advised to pay the penalty charge or, if you wish to, dispute this notice in the form of a representation. This can be done in writing by completing and returning the representation section provided on pages 3 and 4 of this notice.

The images displayed on the front of this notice were taken at the time of the contravention. They show the image of the number plate and the image of the vehicle in the lane taken by the camera when the contravention occurred. The contravention is also supported by additional colour images.

How to pay your Penalty Charge

To pay by the internet (using a credit/debit card)

This is the quickest and easiest way to pay your penalty charge and ensures your payment is immediately credited. You can also request a receipt electronically or by post. Please visit www.cclondon.com/paypenalty and follow the links to pay the penalty charge.

To pay via the call centre (using a credit/debit card)

Telephone the call centre on 0333 200 1000, where you can use the automated telephone response system to pay the penalty charge. Listen to the options carefully and please have this Penalty Charge Notice and your credit/debit card available. You **MUST** wait until your payment is confirmed to you by the automated payment system.

Please note: You can also continue after the payment confirmation to request a receipt of payment by post. Calls may be monitored or recorded for administration purposes.

To pay by post

If paying by post please ensure your payment is received by the date shown on the front of this notice allowing time for any postal delay. Using the tear-off strip overleaf please complete the required details to pay by credit/debit card, cheque or postal order. Cheques or postal orders should be made payable to 'Congestion Charging London' and be crossed and endorsed 'Account Payee' **Write the Penalty Charge Notice number on the reverse of your cheque.** Do **NOT** send cash through the post. Please send your payment with the completed penalty charge payment slip to: **Congestion Charging, PO Box 4783, Worthing BN11 9PT.**

Data Collection Notice

Transport for London (TfL), its subsidiaries and service providers, will use your personal information (including data captured by camera) for the purposes of customer services and administration, the enforcement of road user charging schemes, the provision of travel related information, customer research and fraud prevention. Your personal information will be properly safeguarded and processed in accordance with the requirements of the Data Protection Act 1998.

We may share your information with the Driver and Vehicle Licensing Agency, local authorities and other organisations for the administration (including verification of discount entitlement) and enforcement of road user charging schemes; the prevention and detection of crime and protection of public funds. TfL randomly selects and monitors vehicles subject to a discount to identify possible fraudulent use. If you persistently fail to pay any road user charges due or attempt to defraud TfL, we may record your vehicle's movements to assist in tracing persistent evaders and those committing fraud.

In certain circumstances, TfL may also share your personal information with the police and other law enforcement agencies for the purposes of the prevention and detection of crime.

To make representations against the penalty charge

Listed below are the formal grounds on which you may make a representation or an appeal as laid down under regulation 13 of the Road User Charging (Enforcement and Adjudication) (London) regulations 2001 as amended. If none of these grounds are applicable you may still make a representation. You can make a representation in writing.

Where appropriate please provide evidence to support your representation.

Written representations must be returned to: **Congestion Charging, PO Box 4783, Worthing BN11 9PT.** Your representation may be disregarded if it is received more than 28 days after service of this notice.

On receipt of your representation, TfL will consider it and all the relevant evidence. If your representation is rejected you may appeal to an independent adjudicator before the end of the period of 28 days beginning with the date of service of the notice of rejection (unless the adjudicator allows more time). You may make additional representations on any of the six statutory grounds upon appeal. TfL will comply with the adjudicator's directions. Please remember to complete all sections of the representation form and enclose any relevant supporting evidence.

Representations against the notice

1. I was not the keeper at the time of the contravention e.g. I have never been the keeper, I ceased to be the keeper, I became the keeper after the date of the contravention. **Please provide as much supporting evidence as possible e.g. a copy of a receipt for the sale of the vehicle or a copy of the notification of change of keeper sent to the DVLA and provide the details of the person liable.**

Name

Address

Postcode

Buyer / Seller Date bought/sold/notified DVLA

(Cross out where not applicable)

If you have not notified the DVLA that you no longer have the vehicle, you should write to Vehicle Customer Services, VIP 16/LCC/D13, DVLA Swansea, SA99 1BL providing the date of sale and the name and address of the person who bought the vehicle.

2. I had paid the congestion charge due for the vehicle used on that date, at the time and in the manner required by the charging scheme. **Please enclose proof of payment and/or enter the receipt number below.**

3. In the circumstances, no penalty charge is payable under the charging scheme e.g. I was not within the charging area during charging hours **(please provide all evidence to support your representation).**
4. The vehicle was used or kept without my consent e.g. stolen **(please provide an explanation, the crime reference number and the name of the police station to which it was reported if applicable).**
5. The penalty charge exceeds the amount payable in the circumstances of the case, e.g. I have been requested to pay a penalty charge amount above that detailed in the regulations **(please provide an explanation and all required evidence to support such a representation).**
6. We are a vehicle hire firm and the vehicle was hired under an agreement at the time and the person liable signed a statement of liability for any resulting penalty charges. **Vehicle hire firms must provide copies of all relevant documents which provide the name and address of the hirer and their signed copy of the statement of liability. Hire agreements provided must be in accordance to section 66 of The Road Traffic Offenders Act 1988 which contains all relevant particulars required under Schedule 2 of The Road Traffic (Owner Liability) Regulations 2000.**

Penalty Charge Notice Number

Date of contravention

Vehicle registration mark

Details of your representation

Continue on a separate sheet if necessary. Please ensure that any additional sheets are clearly marked with the Penalty Charge Notice number(s).

I confirm the details of my representation are correct to the best of my knowledge. I realise that making a false statement may result in prosecution and a fine upon conviction to level five of the standard scale (currently £5,000).

Signature

Date

Please print name

If you are making a representation on behalf of a hire firm please provide the information below.

Name of hire firm

Your position

Current telephone number



London Low Emission Zone



Transport for London

Charge Certificate The Road User Charging (Charges and Penalty Charges) (London) Regulations 2001 as amended. The Road User Charging (Enforcement & Adjudication) (London) Regulations 2001 as amended and the Greater London Low Emission Zone Charging Order 2006.

To:

Issue date:
Penalty Charge Notice number:
Automated payment reference:

This Charge Certificate has been sent to you as the 'registered keeper of/hirer of the following vehicle:
Registration Mark:
Make:
Model:
For the following: the use of a vehicle on a road in the charging area to which a charging scheme applies without payment of the appropriate charge, at the time and location stated below:
Location:
Date: Time:
The contravention is supported by a number of evidential images.

If you do not pay, Transport for London (TfL) may register the outstanding balance as a debt at the County Court. A Warrant may then be issued to bailiffs to recover payment.

WARNING

As the registered keeper or hirer of the vehicle at the time of the above contravention you are responsible for the payment of this penalty charge. A Penalty Charge Notice was issued on which gave you 28 days to pay the penalty charge of or make a representation against it. To date you have paid and as full payment has not been made within the prescribed period the penalty charge due has been increased to. Failure to make full payment of the outstanding balance due of within 14 days of the serving of this notice may result in the registration of the debt at the County Court. If full payment has still not been received a Warrant may then be issued to bailiffs to recover the payments due. You would also become liable for any additional County Court and bailiff fees that may be applicable.

Penalty charge payment details

Please complete the details and sign below as necessary

Tick to indicate payment method:
By cheque/postal order
By credit/debit card
Penalty Charge Notice number
Vehicle registration mark
Automated payment reference
I authorise/include payment of the total amount due
Card Number
Valid from (mmyy) Expiry date Maestro issue number (if applicable)
Name on card (block capitals)
Signature Date

Service of this Notice

Under the Interpretation Act 1978 s.7, unless the contrary is proved, service is deemed to have been effected at the time when this Charge Certificate would be delivered in the ordinary course of post.

How to pay your Penalty Charge

To pay by the internet (using a credit/debit card)

This is the quickest and easiest way to pay your penalty charge and ensures your payment is immediately credited. You can also request a receipt electronically or by post. Please visit www.tfl.gov.uk/lezlondon and follow the links to pay the penalty charge.

To pay via the call centre (using a credit/debit card)

Telephone the call centre on 0333 200 1000, where you can use the automated telephone response system to pay the penalty charge. Listen to the options carefully and please have the automated payment reference and your credit/debit card available. You MUST wait until your payment is confirmed to you by the automated payment system.

Please note: You can also continue after the payment confirmation to request a receipt of payment by post. Calls may be monitored or recorded for administration purposes.

To pay by post

If paying by post please ensure your payment is received by the date shown on the front of this notice allowing time for any postal delay. Using the tear-off strip overleaf please complete the required details to pay by credit/debit card, cheque or postal order. Cheques or postal orders should be made payable to 'Transport for London Low Emission Zone' and be crossed and endorsed 'Account Payee'. **Write the Penalty Charge number on the reverse of your cheque.** Do **NOT** send cash through the post. Please send your payment with the completed penalty charge payment slip to: **Low Emission Zone, PO Box 4783, Worthing BN11 9PT.**

Data Collection Notice

Transport for London (TfL), its subsidiaries and service providers, will use your personal information (including data captured by camera) for the purposes of customer services and administration, the enforcement of road user charging schemes, the provision of travel related information, customer research and fraud prevention. Your personal information will be properly safeguarded and processed in accordance with the requirements of the Data Protection Act 1998.

We may share your information with the Driver and Vehicle Licensing Agency, local authorities and other organisations for the administration (including verification of discount entitlement) and enforcement of road user charging schemes; the prevention and detection of crime and protection of public funds. TfL randomly selects and monitors vehicles subject to a discount to identify possible fraudulent use. If you persistently fail to pay any road user charges due or attempt to defraud TfL, we may record your vehicle's movements to assist in tracing persistent evaders and those committing fraud.

In certain circumstances, TfL may also share your personal information with the police and other law enforcement agencies for the purposes of the prevention and detection of crime.



London Low Emission Zone



Penalty Charge Notice The Road User Charging (Charges & Penalty Charges) (London) Regulations 2001 as amended, The Road User Charging (Enforcement & Adjudication) (London) Regulations 2001 as amended and The Greater London Low Emission Zone Charging Order 2006 as varied.

To: _____

Issue date: _____

Penalty Charge Notice number: _____

Automated payment reference: _____

This Penalty Charge Notice has been sent to you as the registered keeper/person liable of the following vehicle:

Registration Mark: _____

Make: _____

Model: _____

For the following: the use of a vehicle on a road in the charging area to which a charging scheme applies without payment of the appropriate charge, at the time and location stated below:

Location: _____

Date: _____ Time: _____

If you do not respond before the end of the period of 28 days beginning with the date of service of this notice a Charge Certificate may be issued which would increase the penalty charge to _____. Failure to then pay the increased penalty charge may result in the outstanding balance being registered as debt in the County Court.

You have 14 days beginning with the date of service of this notice to pay the discounted penalty charge of _____. If this is not paid by _____ then the full penalty charge of _____ is payable. If you fail to pay the penalty charge or make representations by _____ a Charge Certificate may be issued which would increase the amount payable to _____.

Low emission ZONE

Penalty charge payment details

Please complete the details and sign below as necessary

Tick to indicate payment method:	Penalty Charge Notice number	<input type="text"/>
By cheque/postal order <input type="checkbox"/>	Vehicle registration mark	<input type="text"/>
By credit/debit card <input type="checkbox"/>	Automated payment reference	<input type="text"/>
Tick box to authorise payment of £500 <input type="checkbox"/>	£1000 <input type="checkbox"/>	
Card Number	<input style="width: 100%;" type="text"/>	
Valid from (mmyy) <input style="width: 40px;" type="text"/>	Expiry date (mmyy) <input style="width: 40px;" type="text"/>	Maestro issue number (if applicable) <input style="width: 40px;" type="text"/>
Name on card (block capitals)	<input style="width: 100%;" type="text"/>	
Signature _____	Date	<input style="width: 100px;" type="text"/>

Service of this Notice

Under the Interpretation Act 1978 s.7, unless the contrary is proved, service is deemed to have been effected at the time when this Penalty Charge Notice would be delivered in the ordinary course of post.

Liability for this penalty charge lies with you, the registered keeper or hirer. You are advised to pay the penalty charge or, if you wish to, dispute this notice in the form of a representation. This can be done in writing by completing and returning the representation section provided on pages 3 and 4 of this notice.

The images displayed on the front of this notice were taken at the time of the contravention. They show the image of the number plate and the image of the vehicle in the lane taken by the camera when the contravention occurred. The contravention is also supported by additional colour images. If the images on this Penalty Charge Notice are not of your vehicle, you must still make a representation.

How to pay your Penalty Charge

To pay by the internet (using a credit/debit card)

This is the quickest and easiest way to pay your penalty charge and ensures your payment is immediately credited. You can also request a receipt electronically or by post. Please visit www.tfl.gov.uk/lezlondon and follow the links to pay the penalty charge.

To pay via the call centre (using a credit/debit card)

Telephone the call centre on 0333 200 1000, where you can use the automated telephone response system to pay the penalty charge. Listen to the options carefully and please have this Penalty Charge Notice and your credit/debit card available. You MUST wait until your payment is confirmed to you by the automated payment system.

Please note: You can also continue after the payment confirmation to request a receipt of payment by post. Calls may be monitored or recorded for administration purposes.

To pay by post

If paying by post please ensure your payment is received by the date shown on the front of this notice allowing time for any postal delay. Using the tear-off strip overleaf please complete the required details to pay by credit/debit card, cheque or postal order. Cheques or postal orders should be made payable to 'Transport for London Low Emission Zone' and be crossed and endorsed 'Account Payee'. **Write the Penalty Charge Notice number on the reverse of your cheque.** Do **NOT** send cash through the post. Please send your payment with completed penalty charge payment slip to: **Low Emission Zone, PO Box 4783, Worthing BN11 9PT.**

Data Collection Notice

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We may share your information with the Driver and Vehicle Licensing Agency, local authorities and other organisations for the administration (including verification of discount entitlement) and enforcement of road user charging schemes; the prevention and detection of crime and protection of public funds. TfL randomly selects and monitors vehicles subject to a discount to identify possible fraudulent use. If you persistently fail to pay any road user charges due or attempt to defraud TfL, we may record your vehicle's movements to assist in tracing persistent evaders and those committing fraud.

In certain circumstances, TfL may also share your personal information with the police and other law enforcement agencies for the purposes of the prevention and detection of crime.

To make representations against the penalty charge

Listed below are the formal grounds on which you may make a representation or an appeal as laid down under regulation 13 of the Road User Charging (Enforcement and Adjudication) (London) Regulations 2001 as amended. If none of these grounds are applicable you may still make a representation. You can make a representation in writing.

Where appropriate please provide evidence to support your representation.

Written representations must be returned to: **Low Emission Zone, PO Box 4783, Worthing BN11 9PT.**
Your representation may be disregarded if it is received more than 28 days after service of this notice.

On receipt of your representation, TfL will consider it and all the relevant evidence. If your representation is rejected you may appeal to an independent adjudicator before the end of the period of 28 days beginning with the date of service of the notice of rejection (unless the adjudicator allows more time). You may make additional representations on any of the six statutory grounds upon appeal. TfL will comply with the adjudicator's directions. Please remember to complete all sections of the representation form and enclose any relevant supporting evidence.

Representations against the notice

1. I was not the keeper at the time of the contravention e.g. I have never been the keeper, I ceased to be the keeper, I became the keeper after the date of the contravention. **Please provide as much supporting evidence as possible e.g. a copy of a receipt for the sale of the vehicle or a copy of the notification of change of keeper sent to the DVLA and provide the details of the person liable.**

Name

Address

Postcode

Buyer / Seller
(Cross out where not applicable)

Date bought/sold/notified DVLA

If you have not notified the DVLA that you no longer have the vehicle, you should write to Vehicle Customer Services, VIP 16/LCC/D13, DVLA Swansea, SA99 1BL providing the date of sale and the name and address of the person who brought the vehicle.

2. I had paid the London Low Emission Charge due for the vehicle used on that date, at the time and in the manner required by the charging scheme. **Please enclose proof of payment and/or enter the receipt number below.**
-
3. In the circumstances, no penalty charge is payable under the charging scheme e.g. my vehicle is a compliant vehicle **(please provide all evidence to support your representation).**
4. The vehicle was used or kept without my consent e.g. stolen **(please provide an explanation, the crime reference number and the name of the police station to which it was reported if applicable).**
5. The penalty charge exceeds the amount payable in the circumstances of the case, e.g. I have been requested to pay a penalty charge amount above that detailed in the regulations **(please provide an explanation and all required evidence to support such a representation).**
6. We are a vehicle hire firm and the vehicle was hired under an agreement at the time and the person liable signed a statement of liability for any resulting penalty charges. **Vehicle hire firms must provide copies of all relevant documents which provide the name and address of the hirer and their signed copy of the statement of liability. Hire agreements provided must be in accordance to section 66 of The Road Traffic Offenders Act 1988 which contains all relevant particulars required under schedule 2 of The Road Traffic (Owner Liability) Regulations 2000.**

Penalty Charge Notice Number

Date of contravention

Vehicle registration mark

Details of your representation

Continue on a separate sheet if necessary. Please ensure that any additional sheets are clearly marked with the Penalty Charge Notice number(s).

I confirm the details of my representation are correct to the best of my knowledge. I realise that making a false statement may result in prosecution and a fine upon conviction to level five of the standard scale (currently £5,000).

Signature

Date

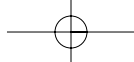
Please print name

If you are making a representation on behalf of a hire firm please provide the information below.

Name of hire firm

Your position

Current telephone number



Transport for London



Charge certificate

Road Traffic Act 1991 (as amended)
London Local Authorities Acts 1990 - 2003

To

Vehicle registration mark:

Penalty charge notice:

Date of this notice:

On _____ the above penalty charge notice was served on you as the owner of vehicle registration mark _____ for the alleged contravention of

that is in _____ on _____ at _____ hrs

The alleged contravention was seen and recorded by a camera and has been recorded on digital storage media. You had 28 days to pay the penalty charge or to make representation as to why you believed it was not payable. This charge certificate has been served because the penalty charge has not been paid before the end of the relevant period of 28 days beginning with one of the following:

1. No Representations were made in response to the penalty charge notice
2. We issued a notice of rejection of representation made against the penalty charge and have not been informed of an appeal having been made to the adjudicator within the period which an appeal could have been made.
3. There has been an unsuccessful appeal against a notice of rejection.

As a result, the penalty charge has now increased by 50% to £

A penalty charge of £ _____ must now be paid for this contravention.

If we do not receive the amount payable before the end of the period of 14 days beginning with the date on which the charge certificate is served, we may register the debt at the county court (which incurs a further charge of £7) and issue and order for recovery. If the charge remains unpaid a warrant may be issued to the bailiffs to recover the debt. We strongly advise that you deal with this matter now, as bailiffs will add their costs, which may significantly increase the amount that will need to be paid.

How to contact us

Transport for London, PO Box 4532, BN13 1XZ or by email to enquiries@tflcroydon.co.uk
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.

MAYOR OF LONDON

From

Payment

Vehicle registration no.

Penalty charge notice no.

Total amount due

Type of payment

Cheque Postal Order Mastercard Visa Delta Switch Amex Diners Card

My card number is

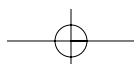
Switch issue no. Start date of card Expiry date of card

Name (as on card)

Card holder's address

Signature

Total paid



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 4532 BN13 1XZ. 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 over leaf **must** accompany every payment. Please note that receipts will not be issued unless requested and accompanied by a stamped addressed envelope.

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 (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

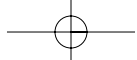
Payment by credit or debit card



We accept payment by Mastercard, Visa, Delta Switch, Amex or 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.



Transport for London



Penalty charge notice

Road Traffic Act 1991 (as amended)
London Local Authorities Acts 1990 to 2003

To

Liability for the penalty charge lies with you, the owner.

Vehicle registration mark:

Penalty charge notice:

Date of this notice:

Notice is hereby served to the owner of vehicle registration mark

in _____ on _____ at _____ hrs

In the circumstances given above Transport for London has reasonable cause to believe that the following contravention was being or had been committed.

Contravention code:

Contravention description:

The alleged contravention was seen and recorded by camera operator number _____ who was observing real time pictures from a camera at the time stated and has been recorded on digital storage media

DO NOT IGNORE THIS NOTICE

A penalty charge of £ _____ is payable before the end of the period of 28 days beginning with the date of this notice. If the penalty charge is paid before the end of the period of 14 days beginning with the date of this notice, the amount of the penalty charge will be reduced by 50%. If you fail to pay the penalty charge or make representations before the end of the period of 28 days beginning with the date of service of this notice, a charge certificate may be issued to you increasing the penalty charge payable to _____ (less any monies 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

Please note that representations against this penalty charge notice must be made in writing to: Transport for London, PO Box 4532, BN13 1XZ or by email to enquiries@tflcroydon.co.uk
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 hours.

MAYOR OF LONDON

From

Payment Slip

Vehicle registration mark.

Penalty charge notice.

Total amount due

Type of payment

Cheque Postal order Mastercard Visa Delta Switch Amex Diners Club

My card number is

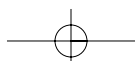
Switch issue no. _____ Start date of card Expiry date of card

Name (as on card)

Card holder's address

Signature

Total paid



HOW TO PAY

Postal payments

Payment can be made by completing the payment slip overleaf and returning it by post, with the payment, to **“Transport for London”**, PO BOX 4532 BN13 1XZ. 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 and accompanied by a stamped addressed envelope.

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

Payment by credit or debit card



We accept payment by Mastercard, Visa, Delta, Switch, Amex or Diners Club. 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.

Penalty charge notice continued

How to make representations (written challenge against the penalty charge)

If you believe one or more of the grounds listed below applies to your case, complete the form enclosing all evidence that supports your representation. If your representation is accepted, the penalty charge notice 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 otherwise it may be disregarded.

However, if you wish to take advantage of the discount amount, you must ensure that your representation is received in the 14 day period beginning with the date of this notice. 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.

Representations

You can make representations on any of the five grounds listed below. Please indicate which grounds by ticking the box and give details in the space provided.

- I was not the owner of the vehicle at the time or never was the owner of the vehicle in question – if you sold the vehicle before the date of the contravention or bought it after the date, you must tell us the name and address of the person who bought it from you or sold it to you, if you know it, and please supply whatever evidence of the sale you may have (e.g. a sales receipt)
- There was no contravention of a prescribed order or failure to comply with an indication given by a sign – please explain why you think there was no contravention i.e. why there was no failure to drive the vehicle in the way shown on the sign
- The vehicle was being used without your consent at the time of the contravention – if the vehicle had been stolen or used without your consent, please provide details such as the police crime reference or insurance claim
- We are a vehicle hire firm and the person hiring the vehicle had signed a statement accepting liability of any penalty charge notice – please supply a copy of the signed agreement (statement of liability) including the name and address of the hirer
- The penalty charge exceeded the amount applicable in the circumstances of the case - if you think you are being asked to pay more than you should legally pay

Note: if you do not provide the relevant information, it may not be possible to consider your representation.

Details:

(Please continue on another sheet of paper if necessary)

Penalty charge notice.

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 £ 5,000

Signature _____ Date _____

Name in BLOCK CAPITALS _____

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.



Transport for London

Statutory declaration - unpaid penalty charge Road Traffic Act 1991 (as amended) London Local Authorities Acts 1990 - 2003

To The Traffic Enforcement Centre
 Northampton County Court
 Bulk Centre
 St. Katherine's House
 21-27 St. Katherine's Street
 Northampton NN1 2LH

Vehicle registration
 Penalty charge notice
 Applicant Transport for London
 Location of contravention
 Date of contravention

1. Give full details below and tick the box which applies. You must ensure that all the details above are correctly entered from the Order for recovery of unpaid penalty charge.
2. You must then have the form sworn before a Commissioner for Oaths (eg a solicitor), a Justice of the Peace, (at any Magistrates Court) or an officer of your local County Court before sending the declaration to the Traffic Enforcement Centre at the above address. You may have to pay a fee.

I, (Full name and address of the respondent)

The above named respondent declares that: *(tick 4 which box applies):*

- I did not receive the penalty charge notice.
- I made representations about the penalty charge notice to Transport for London within 28 days of service of the penalty charge notice, but did not receive a rejection notice.
- I appealed to the Parking & Traffic Adjudicator against Transport for London's decision to reject my representation, within 28 days of service of the rejection notice, but have had no response to my appeal.

My reasons are: *(give full details)*

Important: Filing a false declaration knowingly and wilfully is a criminal offence under Section 5 of the Perjury Act 1911 and you may be imprisoned for up to 2 years, or fined or both.

I do solemnly and sincerely declare that the information given in this declaration is true.

Signed..... Before me.....
 Declared at: Dated.....
 Declared at: in the
 this..... day of.....200.....
 Commissioner for Oaths / Officer of the Court appointed
 by the judge to take affidavits / justice of the peace
 (please delete as appropriate)

Note: If this Declaration is not sworn and completed in accordance with instruction 2 above, it cannot be accepted and will be returned to you. PE3 Statutory declaration - unpaid penalty charge (CPR Part 75)

PENALTY CHARGE NOTICE

Traffic Management Act 2004

Civil Enforcement of Parking Contraventions (England) General Regulations 2007
Enforcement Authority Transport for London

Penalty charge notice

Date of service of notice

Motor vehicle registration mark

was seen in

at/from

to

on (Date)

in circumstances giving me reasonable cause to believe that the following contravention was being/had been committed

and this Penalty charge notice was served

on (Date)

CONTRAVENTION CODE

See INSERT for description

Issuing Officer No.

Signature

VEHICLE MAKE

PREVENTED FROM SERVING PCN

Yes No

FOREIGN REGISTERED VEHICLE

Yes No

DIPLOMATIC REGISTERED VEHICLE

Yes No

SPOILT

Yes No

Excise Licence No

Enter 'Y' if CLE 2/6 issued

Colour of Vehicle

Type of Vehicle



MAYOR OF LONDON



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MAYOR OF LONDON



CONTEMPORANEOUS NOTES

MON TUES WED THUR FRI SAT SUN *

Red lines 1 2 * OR Box RED WHITE *

Valve positions unaltered/altered* at front rear

Observation was Constant Casual

Loading or unloading seen Y N * †

Sign of breakdown Y N * †

Disabled badge Y N * †

Health Emergency badge Y N * †

Time plate approxyds. from vehicle showing:

No stopping from to

Loading/parking permitted from to

Parking for [] No return []

Disabled parking from to

Vehicle was parked BY ON N S E W * kerb facing

N S E W * outside No

about yds. N S E W * of junction with

Was the driver seen? Y N * If 'YES' at hrs.

Did they speak to you? Y N * If 'YES' at hrs.

Was PCN affixed to vehicle? Y N *

Was PCN handed to driver? Y N *

ADDITIONAL NOTES

(include any name and address given and what was said)

.....
.....
.....
.....
.....

Pocket book/folio no.

Additional notes made Y N *

* CIRCLE AS NECESSARY † GIVE DETAILS IF Y

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All representations must be made in writing to:
Transport for London, PO Box 4555, BN13 1XW

Or by e-mail to: enquiries@tflcroydon.co.uk



MAYOR OF LONDON



Transport for London

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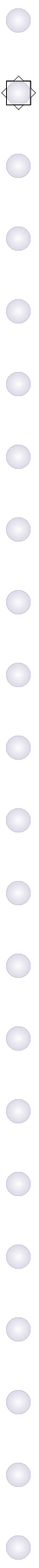
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MAYOR OF LONDON



Transport for London

Penalty charge notice continued

HOW TO PAY

POSTAL PAYMENTS

Postal payments can be made by completing the enclosed payment slip and returning it by post with the payment to Transport for London PO Box 4555 BN13 1XY. 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 must accompany every payment. Please note that receipts will not be issued unless requested.

All cheques and postal orders must be made payable to "Transport for London" and crossed "a/c payee". **Post dated cheques will not be accepted.**

TELEPHONE PAYMENTS

To pay by telephone (24 hours, Mon – Sun) **0845 603 4545** or **020 8253 7000**

ONLINE PAYMENTS

You can pay online at www.tfl.gov.uk/redroutepayments

Enquiries

For general enquiries, telephone **0845 603 4545** or **020 8253 7000** Monday – Friday 08.00 to 12.00 hours, Saturday – 09.00 to 15.00 hours and Sunday – 11.00 to 15.00 hours or e-mail enquiries@tflcroydon.co.uk

REPRESENTATIONS (written challenge)

If you wish to challenge the penalty charge, you may do so using the Notice to Owner, which will be sent to the owner of the vehicle after the end of the 28 day period beginning with the date of service of this notice. If your representation is rejected, you will have the opportunity to appeal to an independent parking and traffic adjudicator.

You can challenge the penalty charge notice at any time before the Notice to Owner is served. If your representation is rejected, or if you did not receive a reply and a Notice to Owner is served, representations against the penalty charge must be made in the form and manner and at the time specified in the Notice to Owner.

The grounds for representation may include mitigating circumstances as to why you believe the penalty charge is not payable.

If we receive your representation during the discounted period, the penalty charge will be held at the discounted amount while we consider your representation.

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DATA PROTECTION ACT

Transport for London will use the data collected in the process of issuing the penalty charge, and any subsequent information provided, for the purposes of enforcement of traffic offences and traffic management administration.

The data will be used by Transport for London and its agents, London local authorities, and may be disclosed to other law enforcement agencies for these purposes and when it is considered necessary for the prevention and detection of crime, and when otherwise legally required.

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Transport for London



**CONTRAVENTION CODE LIST
AND DESCRIPTIONS**

Code	Description
46	Stopped where prohibited (on a red route or clearway)
26	Vehicle parked more than 50 cm from the edge of the carriageway and not within a designated parking place
27	Parked adjacent to a dropped footway
34	Being in a bus lane during the hours of operation
49	Parked wholly or partly on a cycle track
99	Stopped on a pedestrian crossing and/or crossing area marked by zig-zags
61	A heavy commercial vehicle wholly or partly parked on a footway, verge or land between two carriageways
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Transport for London



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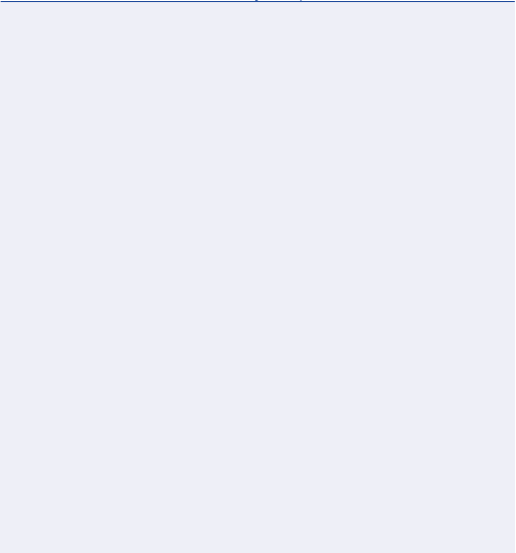


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Penalty Charge Notice

Traffic Management Act 2004
Civil Enforcement of Parking Contraventions (England) General Regulations 2007
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The Penalty Charge Notice continues below

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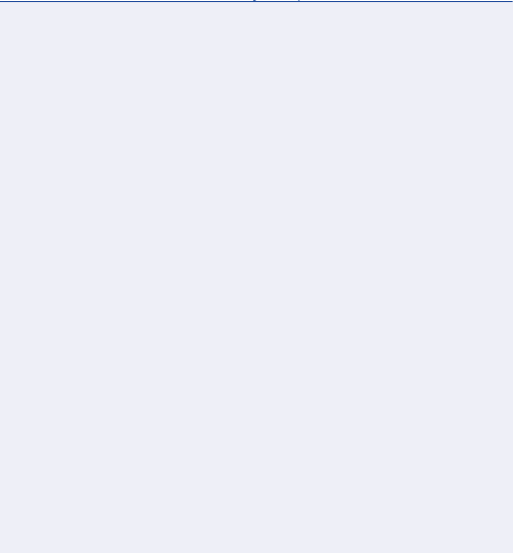
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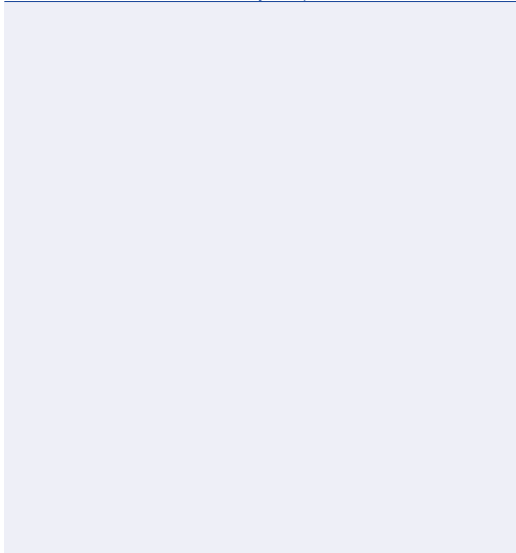
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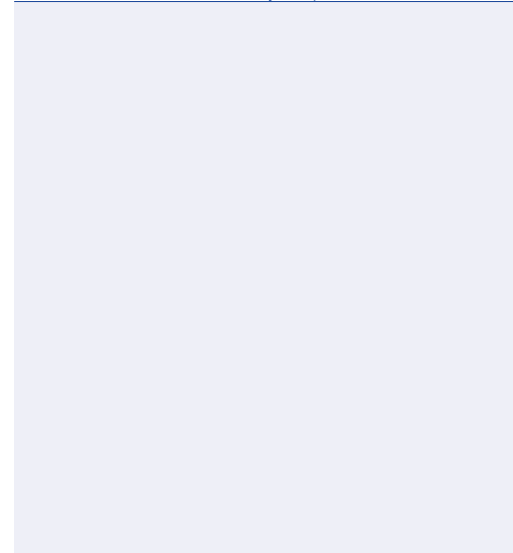
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The Penalty Charge Notice continues below

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If the penalty charge is paid before the end of the period of 14 days beginning with the date on which Penalty Charge Notice is served, the amount of the penalty charge will be reduced by 50%, to £65.

If the penalty charge is not paid before the end of the period of 28 days beginning with the date on which the Penalty Charge Notice is served, a Notice to Owner may be served by Transport for London upon the person appearing to us to be the owner of the vehicle. This will allow the recipient to make representations against the penalty charge.

All representations must be made in writing to:
Transport for London, PO Box 4555, BN13 1XY.

or by email to:
enquiries@tflcroydon.co.uk

MAYOR OF LONDON



Transport for London

fold

fold

cut

cut

cut

Penalty Charge Notice - continued**How to pay****POSTAL PAYMENTS**

Postal payments can be made by completing the enclosed payment slip and returning it by post with the payment to Transport for London, PO Box 4555, BN13 1XY. 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 must accompany every payment. Please note that receipts will not be issued unless requested.

All cheques and postal orders must be made payable to "Transport for London" and crossed "a/c payee". **Post dated cheques will not be accepted.**

TELEPHONE PAYMENTS

To pay by telephone (24 hours, Mon - Sun) **0845 603 4545** or **020 8253 7000**

ONLINE PAYMENTS

You can pay at www.tfl.gov.uk/redroutepayments

Enquiries

For general enquiries, telephone **0845 603 4545** or **020 8253 7000** Monday to Friday - 08.00 to 12.00 hours, Saturday - 09.00 to 15.00 hours and Sunday - 11.00 to 15.00 hours, or email: enquiries@tflcroydon.co.uk

REPRESENTATIONS (written challenge)

If you wish to challenge the penalty charge, you may do so using the Notice to Owner, which will be sent to the owner of the vehicle after the end of the 28 day period beginning with the date this notice is served. If your representation is rejected, you will have the opportunity to appeal to an independent parking and traffic adjudicator.

You can challenge the penalty charge notice at any time before the Notice to Owner is served. If your representations is rejected, or if you did not receive a reply and a Notice to Owner is served, representations against the penalty charge must be made in the form and manner and at the time specified in the Notice to Owner.

The grounds for representation may include mitigating circumstances as to why you believe the penalty charge is not payable.

If we receive your representation during the discounted period, the penalty charge will be held at the discounted amount while we consider your representation.

All representations must be made in writing to Transport for London, PO Box 4555, BN13 1XW.
Or by e-mail to: enquiries@tflcroydon.co.uk

DATA PROTECTION ACT

Transport for London will use the data collected in the process of issuing the penalty charge, and any subsequent information provided, for the purposes of enforcement of traffic offences and traffic management administration.

The data will be used by Transport for London and its agents, London local authorities, and may be disclosed to other law enforcement agencies for these purposes and when it is considered necessary for the prevention and detection of crime, and when otherwise legally required.

fold

cut

Penalty Charge Notice - continued**How to pay****POSTAL PAYMENTS**

Postal payments can be made by completing the enclosed payment slip and returning it by post with the payment to Transport for London, PO Box 4555, BN13 1XY. 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 must accompany every payment. Please note that receipts will not be issued unless requested.

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You can challenge the penalty charge notice at any time before the Notice to Owner is served. If your representations is rejected, or if you did not receive a reply and a Notice to Owner is served, representations against the penalty charge must be made in the form and manner and at the time specified in the Notice to Owner.

The grounds for representation may include mitigating circumstances as to why you believe the penalty charge is not payable.

If we receive your representation during the discounted period, the penalty charge will be held at the discounted amount while we consider your representation.

All representations must be made in writing to Transport for London, PO Box 4555, BN13 1XW.
Or by e-mail to: enquiries@tflcroydon.co.uk

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The data will be used by Transport for London and its agents, London local authorities, and may be disclosed to other law enforcement agencies for these purposes and when it is considered necessary for the prevention and detection of crime, and when otherwise legally required.

Penalty Charge Notice - continued**How to pay****POSTAL PAYMENTS**

Postal payments can be made by completing the enclosed payment slip and returning it by post with the payment to Transport for London, PO Box 4555, BN13 1XY. 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 must accompany every payment. Please note that receipts will not be issued unless requested.

All cheques and postal orders must be made payable to "Transport for London" and crossed "a/c payee". **Post dated cheques will not be accepted.**

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ONLINE PAYMENTS

You can pay at www.tfl.gov.uk/redroutepayments

Enquiries

For general enquiries, telephone **0845 603 4545** or **020 8253 7000** Monday to Friday - 08.00 to 12.00 hours, Saturday - 09.00 to 15.00 hours and Sunday - 11.00 to 15.00 hours, or email: enquiries@tflcroydon.co.uk

REPRESENTATIONS (written challenge)

If you wish to challenge the penalty charge, you may do so using the Notice to Owner, which will be sent to the owner of the vehicle after the end of the 28 day period beginning with the date this notice is served. If your representation is rejected, you will have the opportunity to appeal to an independent parking and traffic adjudicator.

You can challenge the penalty charge notice at any time before the Notice to Owner is served. If your representations is rejected, or if you did not receive a reply and a Notice to Owner is served, representations against the penalty charge must be made in the form and manner and at the time specified in the Notice to Owner.

The grounds for representation may include mitigating circumstances as to why you believe the penalty charge is not payable.

If we receive your representation during the discounted period, the penalty charge will be held at the discounted amount while we consider your representation.

All representations must be made in writing to Transport for London, PO Box 4555, BN13 1XW.
Or by e-mail to: enquiries@tflcroydon.co.uk

DATA PROTECTION ACT

Transport for London will use the data collected in the process of issuing the penalty charge, and any subsequent information provided, for the purposes of enforcement of traffic offences and traffic management administration.

The data will be used by Transport for London and its agents, London local authorities, and may be disclosed to other law enforcement agencies for these purposes and when it is considered necessary for the prevention and detection of crime, and when otherwise legally required.

cut



fold

cut

Penalty Charge Notice - continued**How to pay****POSTAL PAYMENTS**

Postal payments can be made by completing the enclosed payment slip and returning it by post with the payment to Transport for London, PO Box 4555, BN13 1XY. 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 must accompany every payment. Please note that receipts will not be issued unless requested.

All cheques and postal orders must be made payable to "Transport for London" and crossed "a/c payee". **Post dated cheques will not be accepted.**

TELEPHONE PAYMENTS

To pay by telephone (24 hours, Mon - Sun) **0845 603 4545** or **020 8253 7000**

ONLINE PAYMENTS

You can pay at www.tfl.gov.uk/redroutepayments

Enquiries

For general enquiries, telephone **0845 603 4545** or **020 8253 7000** Monday to Friday - 08.00 to 12.00 hours, Saturday - 09.00 to 15.00 hours and Sunday - 11.00 to 15.00 hours, or email: enquiries@tflcroydon.co.uk

REPRESENTATIONS (written challenge)

If you wish to challenge the penalty charge, you may do so using the Notice to Owner, which will be sent to the owner of the vehicle after the end of the 28 day period beginning with the date this notice is served. If your representation is rejected, you will have the opportunity to appeal to an independent parking and traffic adjudicator.

You can challenge the penalty charge notice at any time before the Notice to Owner is served. If your representations is rejected, or if you did not receive a reply and a Notice to Owner is served, representations against the penalty charge must be made in the form and manner and at the time specified in the Notice to Owner.

The grounds for representation may include mitigating circumstances as to why you believe the penalty charge is not payable.

If we receive your representation during the discounted period, the penalty charge will be held at the discounted amount while we consider your representation.

All representations must be made in writing to Transport for London, PO Box 4555, BN13 1XW.
Or by e-mail to: enquiries@tflcroydon.co.uk

DATA PROTECTION ACT

Transport for London will use the data collected in the process of issuing the penalty charge, and any subsequent information provided, for the purposes of enforcement of traffic offences and traffic management administration.

The data will be used by Transport for London and its agents, London local authorities, and may be disclosed to other law enforcement agencies for these purposes and when it is considered necessary for the prevention and detection of crime, and when otherwise legally required.



Charge certificate

Traffic Management Act 2004

To

Vehicle registration mark:

Penalty charge notice:

Date of Charge Certificate:

Contravention code and description:

Contravention date:

Location of Contravention:

A Penalty Charge Notice or a Notice to Owner was sent to you on _____ which explained that as the person believed to be the owner (or hirer) of the above vehicle, you had 28 days to pay the penalty charge or to make representations as to why you believe it was not payable.

This charge certificate has been served because one of the following applies and the penalty charge was not paid within the period of 28 days beginning on the date of the relevant event.

1. No representations were made in response to the penalty charge notice or notice to owner.
2. We issued a notice of rejection of representations made against the notice to owner and have not been informed of an appeal having been made to the Adjudicator
3. We issued a Notice of rejection of the Adjudicator's recommendation
4. An appeal was made to the adjudicator but was either rejected or withdrawn.
5. The incorrect sum has been paid

As a result, the sum due has now increased by 50%:

Penalty charge amount:	£	Amount paid:	£
Charge certificate increase:	£	Payment now due:	£
Full charge amount:	£		

A penalty charge of £ _____ is now payable and must be paid.

If we do not receive the amount payable before the end of the period of 14 days beginning with the date on which this charge certificate is served, we may register the debt at the county court (which incurs a further charge of £7) and issue an order for recovery. If the charge remains unpaid a warrant may be issued to bailiffs to recover the debt.

We strongly advise that you deal with this matter now, as bailiffs will add their costs, which may significantly increase the amount that will need to be paid.

How to contact us

Transport for London, PO Box 4555, BN13 1XY or by email to enquiries@tflcroydon.co.uk
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.

MAYOR OF LONDON

HOW TO PAY

Postal payments

Postal payment can be made by completing the payment slip below and returning it by post, with the payment, to Transport for London, PO BOX 4555 BN13 1XY. 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 below **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

Payment by credit or debit card



We accept payment by Mastercard, Visa, Delta, Switch, Amex or 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.

From

Payment

Vehicle registration mark

Penalty charge notice

Total amount due

Type of payment

Cheque Postal Order Mastercard Visa Delta Switch Amex Diners Card

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

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.

Transport for London (The Enforcement Authority)



Notice to owner 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 Service of _____

Penalty Charge notice: _____

Date of Notice to Owner: _____

Notice is hereby served to the owner/hirer/keeper of vehicle registration mark _____

for alleged contravention of being _____

in _____ on _____ at _____ hrs

The alleged contravention was observed by a Civil Enforcement Officer.

The full amount of the penalty charge is £ _____. So far £ _____ has been paid. Payment of £ _____ is now due. 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.

You must not ignore this notice. If you fail to pay the penalty charge or to 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 £ _____ (less 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 this penalty charge notice must be made in writing to:
 Transport for London, PO Box 4555, BN13 1XY or by email to enquiries@tflcroydon.co.uk
 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.

MAYOR OF LONDON

From _____

Payment

Vehicle registration mark: _____

Total amount due _____

Penalty charge notice _____

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 _____

Notice to Owner continued

You must either

Pay the penalty charge.

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 grounds 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. The representations may include mitigating circumstances not listed below, as to why you believe that a penalty charge is not payable.

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

- The contravention did not occur.**
Tick this box if the contravention described on the penalty charge did not happen.
- The traffic order was invalid.**
Tick this box if you believe that the parking restriction was invalid or illegal.
- I was not the owner/keeper of the vehicle at the time of the contravention.**
Tick this box if you did not own the vehicle when 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.
- The vehicle had been taken without my consent.**
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.
- The Penalty Charge has been paid in full, or has been paid at the reduced amount within the specified period** - please provide details of the payment method, date and amount.
- The Penalty Charge exceeds the applicable amount.**
Tick this box if the amount of the penalty charge is incorrect or if the penalty charge was not issued or if the notice to owner was served out of time.
- We are a vehicle hire firm and have supplied the name of the hirer.** 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.
- There has been a procedural impropriety on the part of the enforcement authority.**
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 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	

Declaration

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:...../...../.....

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 4555 BN13 1XY. 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 below **must** accompany every payment. Please note that receipts will not be issued unless requested and accompanied by a stamped addressed envelope.

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 Sun) on **0845 603 4545 or 020 8253 7000**

Online payments

You can pay online at www.tfl.gov.uk/redroutepayments



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

Data Protection Statement

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/enforcement officers; transfer to their agents for administration purposes; and the transfer to third parties, where necessary for all the above purposes and for statutory and regulatory compliance, the prevention and detection of crime and the apprehension of offenders.

How to challenge

You may make representations to us against the imposition of the penalty charge in this Penalty Charge Notice. Representations may be made by email at enquiries@tflcroydon.co.uk or by post to PO Box 4555, BN13 1XY. 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.



Order for recovery - unpaid penalty charge (Parking) Form TE3

To

Vehicle registration No:

Penalty charge No:

Applicant:

Location of Contravention:

Date of Contravention:

Amount of charge:

Court registration fee:

Total amount to pay



An order to recover a penalty charge has been made against you at the Traffic Enforcement Centre at Northampton County Court.



this is the date by which you **must** either; pay the total amount shown above or file a statement if you believe you have grounds for not paying the charge.

Note: If you have a query regarding the original penalty charge, you should contact the Local Authority that issued the penalty charge.

Paying the total amount

All payments and enquiries must be directed to the information outlined below:

Payment by telephone: 0845 603 4545
or 020 8253 7000



Web: www.tfl.gov.uk/redroutepayments



By Post: PO Box 4555,
BN13 1XY



Write the penalty charge notice number and address on the reverse of the cheque or by sending the completed payment slip which can be found overleaf.

If you need any help or further information regarding payment you can call this number:
0845 603 4545 or 020 8253 7000

Filing a statement

Note: there are only four limited grounds on which you can make a statement (see form TE9 for details). Proceedings for contempt of court maybe brought against you if you make or cause to be made a false statement in any document verified by a statement of truth without an honest belief in its truth.

If you want to file a Witness statement - unpaid penalty charge (parking - form TE9). You can do so by email or by post

- By email - download form TE9 from www.hmcourts-service.gov.uk/CMS/1039.htm complete form and send it to: Customerservice.tec@hmcourts-service.gsi.gov.uk
- By post - by completing the enclosed form TE9 and sending it to the Traffic Enforcement Centre at the address below.

If you need any help or further information on completing the form then visit www.hmcourts-service.gov.uk

If you do nothing your possessions may be removed and sold to pay this charge.

If you need more time to file a statement, you may apply using form TE7.

For details on how to make an application or to discuss further please contact the Traffic Enforcement Centre on 0845 704 5007

Drawn on the authority of: Traffic Enforcement Centre, Northampton County Court Bulk Centre, St Katherine's House, 21 - 27 Katherine's Street, Northampton, NN1 2LH or www.hm courts-service.gov.uk

An order to recover a penalty charge has been made against you at the Traffic Enforcement Centre at Northampton County Court.

You must by the date shown (overleaf) either

- Pay the total amount due to the local authority detailed;

OR

- File a Witness Statement on the enclosed form TE9 and send it to the Traffic Enforcement Centre at the address given below.

Making a Witness Statement

You may make a witness statement under the following grounds, which apply to you.

Note: If your penalty charge relates to a London Borough Parking Contravention you may make a witness statement under ONE of the following grounds

- You paid the penalty charge notice in full within 28 days. You must provide details of the date payment was made, the method of payment i.e. cash, cheque etc. and who the payment was made to. Please note you may be asked to provide proof of payment upon request.
- You did not receive a penalty charge notice.
- You made representations about the penalty charge to the Local Authority and you did not receive a reply within 28 days (rejection notice).
- You appealed to the Parking and Traffic Appeals Service against the Local Authority's decision to reject your representation within 28 days, but you had no response to your appeal.

Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in an application verified by a statement of truth without an honest belief in its truth.

If you need more time in which to file your witness statement you may apply using form TE7 - Application to file a statement out of time. This application is only to extend time for filing the witness statement, it is not why you are disputing the original penalty charge.

The application **MUST** be completed by the named 'respondent'.

The application can only be completed and signed by a litigation friend if the respondent is a protected party (a party who lacks capacity within the meaning of the Mental Capacity Act 2005 to conduct legal proceedings).

What is a litigation friend? - A person who conducts legal proceedings on behalf of a person who lacks capacity within the meaning of the Mental Capacity Act 2005 (see Part 21 (children and protected parties) of the Civil Procedure Rules).

For details on how to make an application or to discuss further please contact the Traffic Enforcement Centre on 0845 704 5007

If you do nothing your possessions may be removed and sold to pay this charge.

Drawn on the authority of: The Traffic Enforcement Centre at Northampton County Court Bulk Centre, St Katherine's House, 21 – 27 St Katherine's street, Northampton, NN1 2LH



Witness statement - unpaid penalty charge (Parking) Form TE9

To

**Traffic Enforcement Centre
Northampton County Court Bulk Centre
St. Katherine's Street
Northampton, NN1 2LH**

Vehicle registration No: _____

Penalty charge No: _____

Applicant: _____

Location of Contravention: _____

Date of Contravention: _____

Please complete this form in black ink using BLOCK CAPITALS

You must ensure that all details above are correctly entered from the form TE3 - Order for Recovery of unpaid penalty charge (Parking).

Title Mr Mrs Miss Ms Other _____

Full name (Respondent) _____

Address

Postcode

Company name (if vehicle owned and registered by a company)

The above named witness, declares that: Tick all boxes that apply to you.

Note: If your penalty charge relates to a London Borough Parking Contravention tick only ONE box

- | | |
|---|--|
| <input type="checkbox"/> I did not receive the Notice to Owner (Parking contravention) | <input type="checkbox"/> I appealed to the Parking/Traffic Adjudicator against the local authority's decision to reject my representation, within 28 days of service of the rejection notice, but have had no response to my appeal. |
| <input type="checkbox"/> I made representations about the penalty charge to the enforcing authority concerned within 28 days of the service of the Notice to Owner, but did not receive a rejection notice. | <input type="checkbox"/> The penalty charge has been paid in full
Date it was paid _____
How was it paid Cash/Cheque/Debit/Credit card _____
To whom was it paid _____ |

Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in an application verified by a statement of truth without an honest belief in its truth.

Statement of truth

(I believe) (The witness believes) that the facts stated in this statement are true.

Signed _____
(witness) (Person signing on behalf of witness)

Dated _____

Print full name _____

If you are signing on behalf of the respondent, are you

- An Officer of the company A Partner of the firm A Litigation friend acting on behalf of a protected party within the meaning of the Mental Capacity Act 2005

Making a Witness Statement

You may make a witness statement under the following grounds, which apply to you:

Note: If your penalty charge relates to a London Borough Parking Contravention you may make a witness statement under ONE of the following grounds:

- You paid the penalty charge notice in full within 28 days. You must provide details of the date payment was made, the method of payment i.e. cash, cheque etc and who the payment was made to. Please note you may be asked to provide proof of payment upon request.
- You did not receive the penalty charge notice.
- You made representations about the penalty charge notice to the Local Authority but did not receive a reply within 28 days (rejection notice).
- You appealed to the Parking and Traffic Appeals Service against the Local Authority's decision to reject your representation within 28 days, but you had no response to your appeal.

Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in a witness statement verified by a statement of truth without an honest belief in its truth

You must file the witness statement by the date shown on the Order for recovery.

Once completed send to the Traffic Enforcement Centre at:

Northampton County Court Bulk Centre
St Katherine's House,
21 – 27 St Katherine's Street
Northampton
NN1 2LH

or email: customerservice.tec@hmcourts-service.gsi.gov.uk



Transport for London (The Enforcement Authority)

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:

Transport for London believes that a penalty charge is payable with respect to the above vehicle for the following alleged parking contravention:

Contravention location:

on

at

The alleged contravention was seen and recorded by camera operator number _____ 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 £ _____. 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 maybe disregarded. A reduced charge of £ _____ 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 £ _____ (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 this penalty charge notice must be made in writing to: Transport for London, PO Box 4555, BN13 1XY or by email to enquiries@tflcroydon.co.uk. 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.

MAYOR OF LONDON

From

Payment

Vehicle registration mark:

Penalty charge notice

Total amount due

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

Penalty charge notice continued

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

The contravention did not occur.
 Tick this box if the contravention described on the penalty charge did not happen.

The traffic order was invalid.
 Tick this box if you believe that the parking restriction was invalid or illegal.

I was not the owner/keeper of the vehicle at the time of the contravention.
 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.

The vehicle had been taken without my consent.
 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.

The penalty charge has been paid in full, or has been paid at the reduced amount within the specified period - provide details of the payment method, date and amount.

The Penalty Charge exceeds the applicable amount.
 Tick this box if the amount of the penalty charge is incorrect.

We are a vehicle hire firm and have supplied the name of the hirer. 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.

There has been a procedural impropriety on the part of the enforcement authority - please describe the alleged impropriety

Any mitigating circumstances you wish to raise

<p>Details:</p> <p style="text-align: center;">(Please continue on another sheet if necessary)</p>	
<p>Ownership details: I was not the owner/keeper of the vehicle when the PCN was issued because:</p>	
<p><input type="checkbox"/> I have never owned the vehicle</p>	
<p><input type="checkbox"/> I disposed of the vehicle before the contravention on:</p>	<p>Name and address of the person from whom acquired/to whom disposed/hired to:</p>
<p><input type="checkbox"/> I acquired the vehicle after the contravention on:</p>	
<p><input type="checkbox"/> We are a hire firm and the vehicle was on hire at the time</p>	

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 _____

Penalty charge notice continued

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 or by post to PO Box 4555, BN13 1XY. 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 4555 BN13 1XY. 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



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.

How to challenge

You may make representations to us against the imposition of the penalty charge in this Penalty Charge Notice. Representations may be made by email at enquiries@tflcroydon.co.uk, or by post to PO Box 4555, BN13 1XY. 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.



Transport for London (The Enforcement Authority)

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:

Transport for London believes that a penalty charge is payable with respect to the above vehicle for the following alleged parking contravention:

Contravention location:

on

at

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

The PCN is being served by post because a civil enforcement officer observed the vehicle identified above from to and attempted to serve a PCN by affixing it to the vehicle or giving it to the person in charge of the vehicle but was prevented from doing so by some person.

The full amount of the penalty charge is £. The penalty charge must be paid before the end of the period 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 28 days beginning with the date on which this notice is served may be disregarded. A reduced charge of £ is payable, allowing a 50% discount, if the penalty charge is paid before the end of the period of 14 days beginning with the date on which this notice is 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 £ (less 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 4555, BN13 1XY or by email to enquiries@tflcroydon.co.uk
For general enquiries, telephone 0845 603 4545 or 020 8253 7000, Monday to Friday: 08.00 to 21.00 hrs, Saturday: 09.00 to 15.00 hrs.

MAYOR OF LONDON

From

Payment

Vehicle registration mark

Penalty charge notice

Total amount due

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

Penalty charge notice continued

You must either

Pay the penalty charge. If a payment is received within 14 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 14 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"/> The contravention did not occur.
Tick this box if the contravention described on the penalty charge did not happen. | <input type="checkbox"/> The traffic order was invalid.
Tick this box if you believe that the parking restriction was invalid or illegal. |
| <input type="checkbox"/> I was not the owner/keeper of the vehicle at the time of the contravention.
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 receipt of sale/purchase or a copy of the DVLA registration form. | <input type="checkbox"/> The vehicle had been taken without my consent.
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"/> The civil enforcement officer was not prevented from serving the PCN.
Only applies if the PCN was issued by post for contraventions not involving camera enforcement. | <input type="checkbox"/> The Penalty Charge exceeds the applicable amount.
Tick this box if the amount of the penalty charge is incorrect |
| <input type="checkbox"/> The penalty charge has been paid in full, or has been paid at the reduced amount within the specified period - provide details of the payment method, date and amount. | <input type="checkbox"/> There has been a procedural impropriety on the part of the enforcement authority - please describe the alleged impropriety |
| <input type="checkbox"/> We are a vehicle hire firm and have supplied the name of the hirer. 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"/> 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 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 _____

Penalty charge notice continued

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 4555 BN13 1XY. 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 Sun) on **0845 603 4545**

Online payments

You can pay online at www.tfl.gov.uk/redroutepayments

Payment by credit or debit card



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".

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.

How to challenge

You may make representations to us against the imposition of the penalty charge in this Penalty Charge Notice. Representations may be made by email at enquiries@tflcroydon.co.uk, by fax to 01903 267 650 or by post to PO Box 4555, BN13 1XY. 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 a case where a penalty charge notice was served by post on the basis that a civil enforcement officer was prevented by some person from fixing it to the vehicle concerned or handling it to the owner or person in charge of the, that no civil enforcement officer was so prevented

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



Transport for London (The Enforcement Authority)

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:

Transport for London believes that a penalty charge is payable with respect to the above vehicle for the following alleged parking contravention:

Contravention location:

on

at

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

This PCN is served by post because a civil enforcement officer observed the vehicle identified above from to and had begun to prepare a penalty charge notice for service but the vehicle concerned was driven away from the place in which it was stationary before the civil enforcement officer had finished preparing the penalty charge notice or had served it by fixing it to the vehicle or giving it to the person appearing to be in charge of the vehicle.

The full amount of the penalty charge is £. The penalty charge must be paid before the end of the period 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 28 days beginning with the date on which this notice is served may be disregarded. A reduced charge of £ is payable, allowing a 50% discount, if the penalty charge is paid before the end of the period of 14 days beginning with the date on which this notice is 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 £ (less 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 4555, BN13 1XY or by email to enquiries@tflcroydon.co.uk For general enquiries, telephone 0845 603 4545 or 020 8253 7000, Monday to Friday: 08.00 to 21.00 hrs, Saturday: 09.00 to 15.00 hrs.

MAYOR OF LONDON

From

Payment

Vehicle registration mark

Penalty charge notice

Total amount due

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





Penalty charge notice continued

You must either

Pay the penalty charge. If a payment is received within 14 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 14 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"/> The contravention did not occur.
Tick this box if the contravention described on the penalty charge did not happen. | <input type="checkbox"/> The traffic order was invalid.
Tick this box if you believe that the parking restriction was invalid or illegal. |
| <input type="checkbox"/> I was not the owner/keeper of the vehicle at the time of the contravention.
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 receipt of sale/purchase or a copy of the DVLA registration form. | <input type="checkbox"/> The vehicle had been taken without my consent.
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"/> The penalty charge has been paid in full, or has been paid at the reduced amount within the specified period - provide details of the payment method, date and amount. | <input type="checkbox"/> The Penalty Charge exceeds the applicable amount.
Tick this box if the amount of the penalty charge is incorrect |
| <input type="checkbox"/> We are a vehicle hire firm and have supplied the name of the hirer. 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"/> There has been a procedural impropriety on the part of the enforcement authority - please describe the alleged impropriety |
| <input type="checkbox"/> Any mitigating circumstances you wish to raise. | |

Details: <p style="text-align: center;">(Please continue on another sheet if necessary)</p>	
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 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 _____



Penalty charge notice continued

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 4555 BN13 1XY. 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 Sun) on **0845 603 4545**

Online payments

You can pay online at www.tfl.gov.uk/redroutepayments

Payment by credit or debit card



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".

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.

How to challenge

You may make representations to us against the imposition of the penalty charge in this Penalty Charge Notice. Representations may be made by email at enquiries@tflcroydon.co.uk by post to PO Box 4555, BN13 1XY. 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

Table of Contents

1. **Parking Notice to Owner (On-Street)**
2. **Penalty Charge Notice (On-Street)**
3. **Parking VDA PCN (On-Street)**
4. **Parking PFI PCN (On-Street)**
5. **Parking PCN (CCTV)**
6. **Parking Charge Certificate**
7. **Parking Order for Recovery**
8. **Parking Statutory Declaration**
9. **Moving Charge Certificate**
10. **Moving PCN**
11. **Moving Statutory Declaration**
12. **Moving Order for Recovery**
13. **Bus Lane PCN**
14. **Bus Lane Enforcement Notice**
15. **Bus Lane Charge Certificate**
16. **Bus Lane Statutory Declaration**
17. **Bus Lane Order for Recovery**
18. **Congestion Charge PCN**
19. **CC Charge Certificate**
20. **CC Order for Recovery**
21. **CC Statutory Declaration**
22. **LEZ PCN**
23. **LEZ CC**

Parking Notice to Owner (On-Street)	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
To:	This is the keepers full name and full postal address
Vehicle registration mark:	This field must contain the vehicle registration mark of the contravening vehicle.
Penalty charge notice:	The Penalty Charge Notice reference number generated by the PDA system
Date of Service of Penalty Charge notice	This is the same date as the contravention (an NTO is only use to follow a PCN that has been served on street and an onstreet PCN is considered served the moment it is issued to the vehicle.)
Date of Notice to Owner:	This is the date of issue which is must also be the date the notice is posted.
for alleged contravention of being	This part of the notice must contain the Contravention Code and the accompanying Contravention Description
In:	This is the location of the contravention
On:	This is the date of the contravention
at:	This is the time of the contravention
the full amount of the penalty charge is:	This is the full amount of the Penalty Charge
so far £:	this is the amount that may have already been paid.
Payment of £	this is the difference between the full amount of the penatly charge and the amount that may have already been paid.
Increasing the Penalty charge payable by 50%	This is the full charge increased by 50%
Vehicle Registration Mark (payment slip)	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Total Amount due (Payment slip)	(this could either be left blank or populated with the discounted by 50% value
Penalty charge notice (payment slip)	
(Photograph images of the contravention)	Two Photographic images of the contravention (photograph from PDA)

Penalty Charge Notice (On-Street)	
Penalty Charge Notice	The Penalty Charge Notice reference number generated by the PDA system
Date of Service of this notice	The notice is served to the vehicle as soon as it is issued. Therefore date of issue would be the same as date of service for this notice
Motor vehicle registration mark	This field must contain the vehicle registration mark of the contravening vehicle.
was seen in	This is the location of the contravention
from	This is the start of the observation time
to	This is the end of the observation time
on(date)	The date of contravention
on(date)	The notice is served to the vehicle as soon as it is issued. Therefore date of issue would be the same as date of service for this notice
contravention code	The contraveniton code and description
issuing officer	The issuing officer reference number (shoulder number)
signature	The signature of the issuing officer
Vehicle Make	The is the vehcile make as recorded by the issuing officer (not DVLA vehicle make)
Prevented from Serving	this will either be Yes/No as recorded by the issuing officer (if the answer is not then this template will not be generated by the notice processing system)
Foreign Registered Vehicle	This will either be Yes/No
diplomatic registered vehicle	This will either be Yes/No
spoilt	This will either be Yes/No
excise licence no	This is the vehicle excise licence number as recorded by the Issuing Officer
cle 2/6	This wii either be Yes/No
colour of vehicle	This is the colour of the vehicle as recroded by the issuing officer (not DVLA vehicle colour)
type of vehicle	This is the model of the vehicle as recorded by the issuing officer (not DVLA vehicle model)

Parking VDA PCN (On-Street)	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
To:	This is the keepers full name and full postal address
Vehicle registration mark:	This field must contain the vehicle registration mark of the contravening vehicle.
Penalty charge notice:	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Date of this notice:	This is the date of issue which is must also be the date the notice is posted.
Parking contravention:	This part of the notice must contains the Contravention Code and the accompanying Contravention Description
Contravention Location	This is the location of the contravention
On:	This is the date of the contravention
at:	This is the time of the contravention
Civil Enforcement Officer number:	This is the identification number of the officer who issued the PCN
From	This is the start of the observation time
To	This is the end of the observation time
the full amount of the penalty charge is:	This is the full amount of the Penalty Charge
A reduced charge of:	This is the full charge discounted by 50%
Increasing the Penalty charge by 50%	This is the full charge increased by 50%
Vehicle Registration Mark (payment slip)	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Total Amount due (Payment slip)	(this could either be left blank or populated with the discounted by 50% value
Penalty charge notice (Payment slip)	
(Photograph images of the contravention)	Two Photographic images of the contravention (photograph from PDA)

Parking PFI PCN (On-Street)	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
To:	This is the keepers full name and full postal address
Vehicle registration mark:	This field must contain the vehicle registration mark of the contravening vehicle.
Penalty charge notice:	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Date of this notice:	This is the date of issue which is must also be the date the notice is posted.
Parking contravention:	This part of the notice must contains the Contravention Code and the accompanying Contravention Description
Contravention Location	This is the location of the contravention
On:	This is the date of the contravention
at:	This is the time of the contravention
Civil Enforcement Officer number:	This is the identification number of the officer who issued the PCN
From	This is the start of the observation time
To	This is the end of the observation time
the full amount of the penalty charge is:	This is the full amount of the Penalty Charge
A reduced charge of:	This is the full charge discounted by 50%
Increasing the Penalty charge by 50%	This is the full charge increased by 50%
Vehicle Registration Mark (payment slip)	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Total Amount due (Payment slip)	(this could either be left blank or populated with the discounted by 50% value
Penalty charge notice (Payment slip)	
(Photograph images of the contravention)	Two Photographic images of the contravention (photograph from PDA)

Parking PCN (CCTV)	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
To:	This is the keepers full name and full postal address
Vehicle registration mark:	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Penalty charge notice:	The Penalty Charge Notice reference number generated by the Notice Processing system. (this would be the number prefixed with a GF)
Date of this notice:	This is the date of issue which is must also be the date the notice is posted.
Parking contravention:	This part of the notice must contains the Contravention Code and the accompanying Contravention Description
Contravention Location	This is the location of the contravention
On:	This is the date of the contravention
at:	This is the time of the contravention
Camera Operator Number:	This is the identification number of the officer who issued the PCN
the full amount of the penalty charge is:	This is the full amount of the Penalty Charge
A reduced charge of:	This is the full charge discounted by 50%
Increasing the Penalty charge by 50%	This is the full charge increased by 50%
Vehicle registration mark (payment section):	
Penalty charge notice (Payment section)	The Penalty Charge Notice reference number generated by the Notice Processing system. (this would be the number prefixed with a GF)
Total Amount due (Payment section)	(this could either be left blank or populated with the discounted by 50% value
(Photograph images of the contravention)	Two Photographic images of the contravention (photograph from DTES)

Parking Charge Certificate	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
To:	This is the keepers full name and full postal address
Vehicle registration mark:	This field must contain the vehicle registration mark of the contravening vehicle.
Penalty charge notice:	The Penalty Charge Notice reference number generated by the relevant system (onstreet PDA , CCTV the service providers notice processing system)
Date of Charge Certificate:	This is the date of issue which must also be the date the notice is posted.
Contravention code and description:	This part of the notice must contains the Contravention Code and the accompanying Contravention Description
A Penatly Charge notice or Notice to Owner was sent to you on	This filed of the notice contains the date that either the Penalty Charge notice was issued (if regulation 10 life cycle was followed) or the date that the Notice to Owner was issued (if regulation 9 life cycle was followed)
Penalty charge amount:	
Charge certificate increase:	The full charge increase by 50%
Full charge amount	The full charge
Amount paid:	The total of any amount/s the customer has already paid
Payment now due:	The total amount now payable to settle the debt
A penatly Charge of £.... Is now payable	The total amount now payable to settle the debt

Parking Order for Recovery	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
Vehicle registration No:	This field must contain the vehicle registration mark of the contravening vehicle.
Penalty charge No:	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Applicant:	This must read : Transport for London
Location of Contravention:	This is the location of the contravention
Date of Contravention:	This is the date of the contravention
Amount of charge:	Full Penalty Charge Increased by 50%
Court registration fee:	Debt registration fee (£7)
Total amount to pay	Full Penalty Charge Increased by 50% + Debt Registration Fee (£7)
Date	this is the date by which you must either; pay the total amount shown above or file a statement if you believe you have grounds for not paying the charge.

Parking Statutory Declaration	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
Vehicle registration No:	This field must contain the vehicle registration mark of the contravening vehicle
Penalty charge No:	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Applicant:	This must read : Transport for London
Location of Contravention:	This is the location of the contravention
Date of Contravention:	The date of contravention

Moving Charge Certificate	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
To:	This is the keepers full name and full postal address
Vehicle registration mark:	This field must contain the vehicle registration mark of the contravening vehicle.
Penalty charge notice:	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Date of this notice:	This is the date of issue which must also be the date the notice is posted.
On:	Date of issue of Penalty Charge notice
Owner of Vehicle registration mark:	This field must contain the vehicle registration mark of the contravening vehicle.
Contravention of :	This part of the notice must contains the Contravention Code and the accompanying Contravention Description
In:	This is the location of the contravention
On:	This is the date of the contravention
at:	This is the time of the contravention
Camera Operator number:	This is the identification number of the officer who issued the PCN
A Penalty Charge of:	This is the full amount of the Penalty Charge
Increasing the penalty charge payable to:	The full charge increase by 50%
Vehicle Registration Mark (payment slip)	
Penalty charge notice (payment slip)	
Total Amount due (Payment slip)	(this could either be left blank or populated with the discounted by 50% value
increased by 50% to £	The (full charge - any amount paid) increase by 50%
A penalty charge of £	The (full charge - any amount paid) increase by 50%
Vehicle Registration Mark (payment slip)	
Penalty charge notice (payment slip)	
Total Amount due (Payment slip)	(this could either be left blank or populated with the discounted by 50% value

Moving PCN	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
To:	This is the keepers full name and full postal address
Vehicle registration mark:	This field must contain the vehicle registration mark of the contravening vehicle.
Penalty charge notice:	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Date of this notice:	This is the date of issue which must also be the date the notice is posted.
Owner of Vehicle registration mark:	This field must contain the vehicle registration mark of the contravening vehicle.
In:	This is the location of the contravention
On:	This is the date of the contravention
at:	This is the time of the contravention
Contravention Code:	This part of the notice must contains the Contravention Code.
Contravention Description:	This part of the notice must contains the Contravention Description
Camera Operator number:	This is the identification number of the officer who issued the PCN
A Penalty Charge of:	This is the full amount of the Penalty Charge
Increasing the penalty charge payable to:	The full charge increase by 50%
Vehicle Registration Mark (payment slip)	This field must contain the vehicle registration mark of the contravening vehicle.
Penalty charge notice (payment slip)	The Penalty Charge Notice reference number generated by the Notice Processing system. (this would be the number prefixed with a GF)
Total Amount due (Payment slip) (Images)	(this could either be left blank or populated with the discounted by 50% value Images of the contravening vehicle (from the DTES system file import)

Moving Statutory Declaration	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
Applicant	this must read:Transport for London
Vehicle registration	This field must contain the vehicle registration mark of the contravening vehicle
Penalty charge notice	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Location of contravention	This is the location of the contravention
Date of contravention	this is the date of the contravention

Moving Order for Recovery	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
To the Respondent	This is the keepers/person liable full name and full postal address
Vehicle registration	This field must contain the vehicle registration mark of the contravening vehicle.
Penalty charge notice	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Date of issue of this notice	This is the date of issue which must also be the date the notice is posted.
Applicant Transport for London	Transport for London (this value is fixed)
Location of contravention	This is the location of the contravention
Date of contravention	This is the date of the contravention
Amount of charge	This is the full charge increased by 50%
Court registration fee	This is the debt registration fee (£7)
Total	This is the full charge increased by 50% + the debt registration fee

Bus Lane PCN	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
To	This is the keepers full name and full postal address
Vehicle registration mark:	This field must contain the vehicle registration mark of the contravening vehicle.
Penalty charge notice:	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Date of notice:	This is the date of issue of this notice which must also be the date the notice is posted.
owner of vehicle registration mark	This field must contain the vehicle registration mark of the contravening vehicle.
in	This is the location of the contravention
on	This is the date of the contravention
at	This is the time of the contravention
camera operator number	This is the identification number of the officer who issued the PCN
A penalty charge of £	This is the full amount of the Penalty Charge
Vehicle registration mark.	This field must contain the vehicle registration mark of the contravening vehicle.
Penalty charge notice.	The Penalty Charge Notice reference number generated by the Notice Processing system. (this would be the number prefixed with a GF)
Total amount due	(this could either be left blank or populated with the discounted by 50% value
(images)	Images of the contravening vehicle (from the DTES system file import)

Bus Lane Enforcement Notice	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
To	This is the keepers full name and full postal address
Vehicle registration mark:	This field must contain the vehicle registration mark of the contravening vehicle.
Penalty charge notice:	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Date of notice:	This is the date of issue which must also be the date the notice is posted.
owner of vehicle registration mark	This field must contain the vehicle registration mark of the contravening vehicle.
in	This is the location of the contravention
on	This is the date of the contravention
at	This is the time of the contravention
A penalty charge of £	full amount (- any payment)
Vehicle Registration Mark (payment slip)	This field must contain the vehicle registration mark of the contravening vehicle.
Penalty charge notice (payment slip)	The Penalty Charge Notice reference number generated by the Notice Processing system. (this would be the number prefixed with a GT)
Total Amount due (Payment slip)	leave blank
(Images)	Two Photographic images of the contravention (photograph from DTES)

Bus Lane Charge Certificate	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
To:	This is the keepers full name and full postal address
Vehicle registration mark:	This field must contain the vehicle registration mark of the contravening vehicle.
Penalty charge notice	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Date of notice	This is the date of issue which must also be the date the notice is posted.
The above Penalty Charge notice dated	This is the date of issue of the Penalty charge notice.
Owner of vehicle Registration:	This field must contain the vehicle registration mark of the contravening vehicle.
in:	This is the location of the contravention
on:	This is the date of the contravention
at:	This is the time of the contravention
increased by 50% now of	The Full Charge - any amount paid (increase by 50%)
Vehicle registration mark	This field must contain the vehicle registration mark of the contravening vehicle.
Penalty charge notice	The Penalty Charge Notice reference number generated by the Notice Processing system. (this would be the number prefixed with a GT)
Total amount due	The Full Charge - any amount paid (increased by

Bus Lane Statutory Declaration	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
Applicant	This must read : Transport for London
Vehicle registration	This field must contain the vehicle registration mark of the contravening vehicle.
Penalty charge notice	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Location of contravention	This is the location of the contravention
Date of contravention	This is the date of the contravention

Bus Lane Order for Recovery	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
To the Respondent	This is the keepers/person liable full name and full postal address
Vehicle registration	This field must contain the vehicle registration mark of the contravening vehicle.
Penalty charge notice	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Date of issue of this notice	This is the date of issue which must also be the date the notice is posted.
Applicant: Transport for London	Transport for London (this value is fixed)
Location of contravention	This is the location of the contravention
Date of contravention	This is the date of the contravention
Amount of charge	This is the full charge increased by 50%
Court registration fee	This is the debt registration fee (£7)
Total	This is the full charge increased by 50% + the debt registration fee

Congestion Charge PCN	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
To:	This is the keepers full name and full postal address
Issue date:	This is the date of issue which must also be the date the notice is posted.
Penalty Charge Notice Number	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Automated payment reference	This is a number allocated to the customer to enable automated payment for the Penalty Charge in hand
Registration Mark:	This field must contain the vehicle registration mark of the contravening vehicle.
Make:	Vehicle Make as advised by the DVLA
Model:	Vehicle Model as advised by the DVLA
Location:	This is the location of the contravention
Date:	Date of Contravention
Time:	Time of Contravention
increase the penalty charge to	full charge increased by 50%
discounted penalty charge of	full charge decreased by 50%
if this is not paid by	(this will need a calculated date field - not sure how this work as service is an assumption?)
full penalty charge of	Full charge
penalty charge or make representations by:	(this will need a calculated date field - not sure how this work as service is an assumption?)
Penalty Charge Notice number	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Vehicle registration mark	This field must contain the vehicle registration mark of the contravening vehicle.
Automated payment reference	This is a number allocated to the customer to enable automated payment for the Penalty Charge in hand
(Images)	(3)Images showing the vheicle in contravention

CC Charge Certificate	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
To:	This is the keepers full name and full postal address
Issue date	This is the date of issue which must also be the date the notice is posted.
Penalty charge Notice number:	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Automated payment reference	This is a number allocated to the customer to enable automated payment for the Penalty Charge in hand
Registration Mark:	This field must contain the vehicle registration mark of the contravening vehicle.
Make:	Vehicle Make as advised by the DVLA
Model:	Vehicle Model as advised by the DVLA
Location	This is the location of the contravention
Date	Date of Contravention
Time	Time of Contravention
A Penalty Charge Notice was issued on	The date the Penalty Charge notice was issued(posted)
28 days to pay the penalty charge of	full amount
To date you have paid	any amount already paid
penalty charge due has been increased to:	(Full amount - any amount already paid)increased by 50%
Penalty Charge Notice number	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Vehicle registration mark	This field must contain the vehicle registration mark of the contravening vehicle.
Automated payment reference	This is a number allocated to the customer to enable automated payment for the Penalty Charge in hand

CC Order for Recovery	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
To the respondent	
Penalty charge number	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Vehicle registration number	This field must contain the vehicle registration mark of the contravening vehicle.
Applicant	This must read: Transport for London
Location of contravention	This is the location of the contravention
Date of contravention	This is the date of the contravention
Amount of charge	This is the full charge increased by 50%
Court registration fee	The debt registration fee
Total amount due	This is the full charge increased by 50% + the debt registration fee
on	The date on which an order to recover a penalty charge has been made against you at the Traffic Enforcement Centre at Northampton County Court.

CC Statutory Declaration	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
Penalty charge number	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Vehicle registration number	This is the vehicle registration number of the contravening vehicle
Applicant Transport for London	This must read : Transport for London
Location of Contravention	This is the location of the contravention
Date of Contravention	This is the date of the contravention

LEZ PCN	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
To	This is the keepers full name and full postal address
Issue date	The date this document is posted
Penalrh Charge Notice number	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Automated payment reference	This is a number allocated to the customer to enable automated payment for the Penalty Charge in hand
Registration Mark	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Make	Vehicle Make as advised by the DVLA
Model	Vehicle Model as advised by the DVLA
Location	This is the location of the contravention
Date:	Date of Contravention
Time	Time of Contravention
discounted penalty charge of	full charge decreased by 50%
paid by[date when discount ends]	(this will need a calculated date field - not sure how this work as service is an assumption?)
full penalty charge of:	full charge
pay charge of make representations by [last date before charge certificate is due]	(this will need a calculated date field - not sure how this work as service is an assumption?)

LEZ CC	
Field Name on document	Description of field that must be taken from the Notice Processing system for each record
Registration Mark	The Penalty Charge Notice reference number generated by the Notice Processing system in accordance with the TEC code of practice.
Make	Vehicle Make as advised by the DVLA
Model	Vehicle Model as advised by the DVLA
Location	This is the location of the contravention
Date:	Date of Contravention
Time	Time of Contravention
Penalty Charge Notice was issued on [PSOTED]	Date the Penalty Charge Notice was posted
penalty charge of [FULL CHARGE]	Penalty charge at full rate.
you have paid [amount paid to date]	Any amount the customer has paid to date for this penalty charge
penalty charge increase to [full charge 50%]	Penalty charge at full rate. Inccread by 50% [charge certificate stage amount]
oustanding balance due off[caluclated field - (full charge increased 50% - amount paid)]	This is the total amount due - any payments made by the customer to date.
Automated payment reference	This is a number allocated to the customer to enable automated payment for the Penalty Charge in hand