

**SCHEDULE 2 – Appendix 34**  
**Response to DVLA Enquiries**

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## 1 Introduction

- 1.1 The Service Provider will receive an Evidential Record from the core IT System for each Contravention Candidate.
- 1.2 The Evidential Record will include details of the Contravention, including the VRM, the date and time of the Contravention, the location of the Contravention and copies of the Images that comprise the Evidential Record.
- 1.3 Where available, the Summary Record will also include information provided by the DVLA including details of the Vehicle (make, model, and colour), the Registered Keeper/Person Liable's name and address and the Response Code returned by the DVLA. The Response Code defines the type of record held for the particular VRM as detailed in Section 2 of this Appendix (Appendix 34: Responses to DVLA Enquires).
- 1.4 This document details the procedures to be followed once the Confidence Check has been undertaken. The Confidence Check confirms that the Summary Record passed as a Contravention Candidate is indeed a Contravention and that a Penalty Charge can be raised.
- 1.5 Once a Penalty Charge has been created for a Summary Record, the Service Provider should process the Penalty Charge in accordance with the procedures detailed in Section 3 of this Appendix (Appendix 34: Responses to DVLA Enquires).

## 2 DVLA Response Codes

2.1. There are two (2) methods by which responses to DVLA enquiries may be returned to the Service Provider's notice processing system, via the Core IT System. The normal method is via the WEE batch method and the failover method is via the SFT method.

2.2. Response Codes received by the WEE batch system will be as follows :-

[Information Redacted]

2.3. Response Codes received by the SFT system will be as follows:-

[Information Redacted]

### **3. Penalty Charge Processing Rules by DVLA Response Code**

3.1. Depending on the DVLA Response Code, once the Contravention Candidate has been confirmed and a Penalty Charge raised it should be processed in accordance with the following rules :-

[Information Redacted]