

## Parking tickets - the process

- A Civil Enforcement Officer (CEO) serves a penalty charge notice (PCN) by fixing it to the windscreen of the vehicle.
- The charge is £50 or £70, depending on the offence, payable within 28 days, or discounted to £25 or £35 if paid within 14 days.

### Informal challenge

- The PCN can be challenged informally within 28 days of issue.
- If an outstanding charge is not paid within 28 days, a form called a Notice to Owner will be sent to the person or company believed to be the owner of the vehicle and the full penalty charge will be payable. The owner of the vehicle is liable for payment of the PCN.

### Formal representation (challenge)

- On receipt of a Notice to Owner, the owner has 28 days to make a formal representation or pay the fine.
- The Notice to Owner form itself details the legal grounds on which this formal representation may be made.
- Formal representations will be carefully considered and are responded to in writing.
- If the council agrees with you, you will receive confirmation in writing alternatively, you will receive a Notice of Rejection.

### Charge certificate

- After a Notice to Owner has been served (or after an appeal or notice of rejection has been served) the council can serve a charge certificate increasing the penalty by a further 50% if the penalty charge remains outstanding
- After a charge certificate has been served the penalty will be registered as a debt with the Traffic Enforcement Centre at Northampton County Court.
- Once the debt is registered by the Council, you will be sent a Notice of Registration and a Statutory Declaration form. £8 court costs are added to the debt at this stage.

### Appealing against the notice of rejection

- If you receive a Notice of Rejection you must either pay the penalty charge or appeal to an Independent Parking Adjudicator within 28 days. The appeal must be made directly to the Traffic Penalty Tribunal (TPT) by online submission. If you are unable to appeal online you may request a paper form from TPT. Full details of the appeal process are provided.
- You may only appeal after your formal representations have been rejected. The adjudicator's decision is final and binding on you and the Council.
- Adjudicators are independent and their decision is based on the evidence submitted by the council and by you.