NOTICE TO OWNER
Traffic Management Act 2004

Newham London
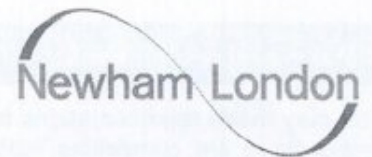
PCN number:	PN10605276
Date of the notice (date on which this notice was posted):	25/09/2014

DO NOT IGNORE THIS NOTICE

As the registered owner/keeper/hirer, you are legally responsible for dealing with this notice.
Do not pass this notice to the driver.

Contravention details

Vehicle registration mark:	▇▇▇▇
Contravention date & time:	13/07/2014 16:58
Location:	Channelsea Road
Contravention:	01 - Parked in a restricted street during prescribed hours

Civil enforcement officer PN1089 served a penalty charge notice (PCN) on 13/07/2014 to the owner/keeper/hirer/driver of the above vehicle. They had reasonable cause to believe that a penalty charge was payable with respect to the above vehicle for the above alleged contravention.

What should you do?

You should take one of the following actions not later than the last day of the period of 28 days beginning with the date of service of this notice:

1) Make payment; or
2) Make representations.

Any representations made outside the period of 28 days beginning with the date of service of this notice may be disregarded.

1) Making payment

The amount of the penalty charge is £ 130.00 and should be paid not later than the last day of the period of 28 days beginning with the date on which this notice to owner is served.

Please see the enclosed sheet "How to pay" for payment options.

Please do not make payment if you want to make representations against this penalty charge, as payment may be regarded as an acceptance of liability. See "Making representations" for details of what to do if you think that the PCN should not have been issued.

DATA PROTECTION STATEMENT
The London Borough of Newham may use any data collected through the issue or recovery of this penalty charge for the enforcement of parking and traffic contraventions and other associated purposes. This data may also be disclosed to London Councils and other agencies. All processing of data will be in accordance with the Data Protection Act 1998.

2) Making representations

You may make representations to the council against this penalty charge if one or more of the following grounds apply and/or there are compelling reasons why, in the particular circumstances of the case, the council should cancel the penalty charge and refund any sum paid to it on account of the penalty charge. You should send your representation to the council with sufficient evidence to support your case (where applicable):

By Post
London Borough of Newham, Parking and Traffic Enforcement, PO Box 1125, Warrington WA55 1EJ.

By Fax
0845 305 8106

Please tick one or more of the following grounds if they apply:

[ ] **The alleged contravention did not occur** – please explain why you think no contravention took place.

[ ] **I was not the owner of the vehicle at the time** – 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 known. Please supply evidence of the sale / purchase (e.g. a sales receipt).

[ ] **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 consent of the owner** – please attach evidence (e.g. police crime report, insurance claim).

[ ] **We are a hire firm and the vehicle in question was at that material time hired under a hiring agreement; and the person hiring it has signed a statement accepting liability** – please supply a copy of the signed agreement 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.

[ ] **The traffic order was invalid** – if you believe the parking restriction in question was invalid or illegal.

[ ] **There has been procedural impropriety on the part of the enforcement authority** – please describe the alleged impropriety.

[ ] **The civil enforcement officer was not prevented from serving the original PCN by affixing it to the vehicle or handing it to the person in charge of the vehicle.**

[ ] **The penalty charge has already been paid in full or has been paid at the reduced amount within the specified period** – please provide details verifying that the payment was made before this notice had been served.

Please enter details of your representations:

(please continue on another sheet if necessary)

I confirm that the above and/or attached 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:	Name (BLOCK CAPITALS):
Date:	Position in company (if applicable):

What happens next?

If you pay the required amount in full, the case will be closed. If you make representations, we will consider your representations and any supporting evidence, and serve a notice on you of our decision, within the period of 56 days beginning with the date on which we receive your representations, except where we have decided to disregard your representations by reason of their being received after the end of the period of 28 days beginning with the date of service of this notice to owner. If we accept your representations, we will cancel this notice to owner and refund any sum paid in relation to the notice. If you have made representations within the period of 28 days beginning with the date on which this notice to owner is served, or if you have made representations outside that period but we have not disregarded them, and we do not accept those representations, you will receive a notice of rejection. The notice of rejection will state that you must either pay the penalty charge or appeal in writing against the council's decision to an independent adjudicator at the Parking and Traffic Appeals Service, including any further representations that you wish to make. Appeals must be made before the end of the period of 28 days beginning with the date of service of the notice of rejection or within such longer period as the adjudicator may allow.

(...continued)

What happens next? (continued)

If after the last day of the period of 28 days beginning with the date of service of this notice neither payment nor representations are received, the council may increase the charge by 50% to £ **195.00** and may serve a charge certificate (at which time any representations made against the penalty charge may be disregarded).

How to pay

Online
Visit www.newham.gov.uk and follow the payment links to pay by credit/debit card.

By Post
By cheque, postal order or bank draft made payable to 'London Borough of Newham'. Please write the PCN number and the vehicle registration mark on the back. Complete and detach the payment slip below and send it along with your cheque, postal order or bank draft to:

London Borough of Newham, Parking and Traffic Enforcement, PO Box 1125, Warrington WA55 1EJ

Post dated cheques will not be accepted. Dishonoured cheques may result in you having to pay a higher amount.

By Telephone
Call 020 8430 2000 and follow the instructions giving the PCN number and your credit/debit card details when requested. The automated payment line is open 24 hours a day.

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Further information

Online
For further information please visit: www.newham.gov.uk/parkingandtransport/parking

In Person
You can visit one of the council's local service centres for parking and traffic enforcement information. Please call us on 020 8430 2000 or visit our website for opening hours and locations: www.newham.gov.uk/services/localservicecentres

By Telephone
Please call 020 8430 2000 between 9am and 6pm Monday to Friday.

--DETACH HERE---

Payment slip

PCN number:	PN10605276
Vehicle registration mark:	████████

Payment type (please tick):

[ ] Cheque   [ ] Postal order   [ ] Bank draft

Title.......................... First name(s)..   Surname...................................

Address..

....

Postcode...................................   Daytime telephone number..