

Penalty Charge Notice (Challenge Form)

Please complete the boxes below and hand this form back to reception or post to the above address. The case will be put on hold whilst we investigate your concerns and a reply will be sent to you in due course. All challenges must be made in writing. Verbal or telephone challenges cannot be accepted.

Penalty Charge Notice Number Date Served

Vehicle Registration Number

Your Full Name (Capital letters please)

Your Full Address (Capital letters please)

Post Code

Full name and address of the registered keeper of the vehicle (if different from above)

Post Code

Please note that the registered keeper of the vehicle is liable for the charge, even if they were not the driver of the vehicle on the date of the contravention. The keeper cannot transfer liability to the driver. Any documentation, which you are relying on to support your challenge, should be attached to this form (eg pay & display tickets purchased, evidence of loading / unloading, copies of permits / season tickets).

Please use the space below to explain what happened and why you feel you should not have to pay the Penalty Charge

Continue overleaf

Signature

Date

If you have completed and returned this form within 14 days of the date the Penalty Charge Notice was served and your challenge is rejected, you will be given a further 14 days from the date of receipt of our reply to pay the reduced penalty. This 14 day extension is entirely at the Council's discretion. If however, this form has been completed and returned more than 14 days after the issue of the Penalty Charge Notice and the challenge is rejected, the full penalty will be payable (Refer to the Penalty Charge Notice for the level of charge).