

Notice to Owner

Traffic Management Act 2004,s82;
Civil Enforcement of Parking Contraventions (England) General Regulations 2007;
Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007



Hastings Borough Council as the Parking Enforcement Authority* has issued this Notice to Owner to you because the Penalty Charge Notice mentioned below has not been paid in full and you are registered as being the Owner / Keeper / Hirer on _____ when the Penalty Charge Notice (PCN) was issued to the vehicle.

As the OWNER/KEEPER/HIRER, you are legally liable for this PCN even if you were not the driver at the time.

To:

Vehicle Registration Number:

Penalty Charge Notice Number:

Date of Service of PCN:

Date of Posting of this Notice:

The PCN was served under Regulation 9 of General Regs 2007 because on «ECN_Iss _____ the vehicle was allegedly involved in the following parking contravention: Code Number: _____

IN (Place) Seen by CEO no: _____ AT (Time) _____

Penalty Charge Amount:

Amount paid to date:

Payment now due:

You now have **28 days, beginning with the date this notice was served**, in order to pay the Penalty Charge in full or make representations to the council (see over). Regulation 3 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007 takes the date of service to be the 2nd working day following the date of posting. Any representations received after the expiry of the 28 day period may be disregarded.

If you do not pay the penalty charge or make representations to Hastings Borough Council by the end of the 28 day period specified above the penalty charge will be increased by 50% to **[AMOUNT]** and a Charge Certificate will be served on you. * Hastings Borough Council is the Enforcement Authority for off street (car park) contraventions.

WHAT YOU SHOULD DO NOW:

- Pay the Penalty Charge in full using one of the methods listed below. OR
- Make Representations to Hastings Borough Council on this form or by visiting www.hastings.gov.uk/parking

There are set grounds upon which you may make representations (see overleaf). If you think that one or more of the grounds listed applies in your case, complete and return this form to Hastings Borough Council, or submit your representation online, before the end of the 28 day period. Your representations will be considered by a member of the adjudication team and their decision will be checked by a senior officer. If your representations are unsuccessful you will be sent a full explanation and details of how you can appeal against our decision to an independent Adjudicator. We will also send you the form on which to make your appeal and advise you of the timescale for making your appeal.

Payment Methods

By Post: Cheques should be made payable to Hastings Borough Council. Return the Payment Slip below with your payment to:
Parking Services, Muriel Matters House, Breeds Place, Hastings, East Sussex TN34 3UY.

Do not send cash by post. If a receipt is required a stamped address envelope should be enclosed with your payment.

By Credit/Debit Cards: payment by Visa, Mastercard, Maestro & Delta (not Electron) are accepted by telephone; call 01424 451070.

Online at: www.hastings.gov.uk/parking
Follow the online prompts

If paying or making representations online, you will need to quote this PIN Number

Payment Slip

From:

Vehicle Registration Number:

Penalty Charge Notice Number:

Penalty Charge Notice Date:

Payment Amount Due:

