

Penalty Charge Notice (PCN) Challenge Form

Please complete ALL details below and post to the address below or hand in to the One Ipswich Customer Service Centre. The case will be held whilst we investigate your concerns and **a reply will be sent to you telling you what to do next**. All challenges **MUST BE IN WRITING**. Please note that decisions cannot be made either verbally in person or by telephone.

Address for correspondence: Ipswich Parking Service, PO Box 668, Ipswich IP1 9AS.

Penalty Charge Notice Number: *(from the penalty notice)*

Date of Issue: **Vehicle Registration Number:**

Your Details: (please print your full details clearly in CAPITALS)

Your Full Name: Mr/Mrs/Miss **Initial:** **Last Name:**

Your Full Address:

.....

..... **Postcode:**

Name and address of **Registered Keeper** of the Vehicle (if different):

Keeper's Name: Mr/Mrs/Miss **Initial:** **Last Name:**

Keeper's Full Address:

.....

..... **Postcode:**

Please note that the registered keeper (owner) of the vehicle is liable for the charge, even if they were not the driver of the vehicle at the time of contravention. The keeper CANNOT transfer liability to the driver.

Any documentation that you are relying on to support your challenge should be attached to this form (e.g. tickets, evidence of loading/unloading, copies of permits/season tickets).

Please use the space below to **briefly** explain what happened and why you feel that you should not have to pay the penalty charge:

.....

.....

.....

.....

.....

.....

.....

Signed: **Date:**

Thank you for your time taken to fill in this form. **Please hand the completed form to the receptionist.**

*If you have completed this form **within 14 days** of the issue of the Penalty Charge Notice and your challenge is rejected, you will be given a further 14 days from the date of our reply to pay the reduced penalty amount. This 14 day extension is entirely at the Council's discretion. If the form has been completed **more than 14 days** after the issue of the Penalty Charge Notice and the challenge is rejected, the full penalty amount is payable.*

We will write back to you at the address you have given, telling you what to do next.



IPSWICH
BOROUGH COUNCIL