

MAKE A REPRESENTATION AGAINST THE NOTICE TO OWNER

Please enter the Penalty Charge Notice Reference Number: _____

GROUNDS FOR REPRESENTATIONS ARE

Please tick one box

- A. The alleged contravention did not occur.** Please explain why you think no contravention took place. Please enclose any relevant details or copies of paperwork in support.
- B. I have never been the owner of the vehicle OR I had ceased to be the owner of the vehicle before the date of the alleged contravention OR I became the owner of the vehicle after the date of the alleged contravention.** If you sold the vehicle before, or bought it after the date of the alleged contravention, you must either, give the full name and full address of the person who sold/bought the vehicle, plus the date of sale/purchase, or enclose the proof of sale/purchase, such as receipt or copy of the DVLA registration document.
- C. 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.** Tick this box if the vehicle was stolen or taken without your consent. Please enclose evidence such as the police crime reference number or proof of an insurance claim.
- D. The Order which is alleged to have been contravened in relation to the vehicle concerned was invalid.** If you believe that the parking or waiting restriction was not covered by an Order or that the Order was invalid or illegal, please give your reasons in the space provided, as to why the Order was invalid. (Please note that this ground will not apply in respect of a provision in an Order to which Part VI of Schedule 9 to the Road Traffic Regulation Act 1984 applies).
- E. We are a vehicle-hire firm and the vehicle in question was at the time hired from us under a hiring agreement AND the person hiring the vehicle had signed a statement of liability acknowledging his or her liability in respect of any penalty charge notice served in respect of any parking contravention involving the vehicle during the currency of the hiring agreement.** Please supply a copy of the signed hire agreement including the full name and full address of the hirer.
- F. The penalty charge exceeded the amount applicable in the circumstances of the case.** If you believe the amount on the penalty charge is more than you are legally required to pay, please give your reasons in the space provided.
- G. There has been a procedural impropriety on the part of the Enforcement Authority.** Please explain why you believe that the Enforcement Authority or any person or body acting on its behalf failed to observe any requirement imposed on it by the Traffic Management Act 2004.
- H. The Notice to Owner should not have been served because the penalty charge has already been paid in full OR the penalty charge has been paid, reduced by the amount of any discount set in accordance with Schedule 9 to the 2004 Act, within the period specified.** If you have previously paid the penalty charge notice in full or within the 14 day discount period. Please give details in the space provided.
- I. Other Reasons.** Please give details in the space provided.
or, if responding to a Penalty Charge Notice (PCN) served by post; The Civil Enforcement Officer was not prevented from serving the original PCN by affixing it to the vehicle or handing it to the owner or person in charge of the vehicle.

Further details and/or other grounds for appeal:

Ownership details:

Name of buyer /seller / hirer:

Address of buyer / seller / hirer:

.....

..... **Postcode**

Declaration:

Please make sure the following declaration is signed if you would like the enforcement authority to consider your representations, and please attach any evidence required.

I confirm that any information I have provided 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: Date:

Name (Block Capitals):

Position in Company if relevant:

You can submit a representation online, or print out a hardcopy form. All representation/appeals information is available online at www.ipswich.gov.uk/pcnappeal.