The Parking Penalty Enforcement Process

Step 2 Step 3 Step 5 Step 6 Step 4 Council Accepts Owners Informal Challenge Penalty charge is cancelled. No further Council Accepts Owners Appeal Allowed (successful)
Adjudicator decides in favour of Council will usually allow a further 14 days to pay at 50% Discount. Traffic Penalty England and 14 days to pay at 50% discount The recipient of NTO has 28 days Formal Representations The owner has 28 days to pay appellant. Appellant has no liability to pay. A refund of any sums paid Tribunal Wales or 28 days to pay in full. to pay full penalty charge. No further action is taken. penalty charge. Recipient of NTO has nothing to pay; any money paid refunded. action is taken. Recipient of PCN has nothing to pay; any money paid refunded. is directed. Pay
The owner has 28 days to pay penalty charge. Informal Challenge Before a formal challenge is made you may make an informal **PCN Fixed to Windscreen** Council Rejects Informal NTO Sent by Post Challenge
Penalty charge stands. Council will or Handed to Driver Full penalty charge stands with 14 days to pay at 50% discount 28 days more to pay. Recipient or 28 days to pay in full. Can be challenged (see reverse of PCN). challenge by contacting the council which issued your ticket. usually allow a further 14 days to may make formal representations. pay 50% discount. Appeal
Appeal to the independent adjudicator at the Traffic Penalty Tribunal within Representations Council Rejects Formal **Appeal Dismissed** Recipient of NTO sends written Representations (unsuccessful) representations. Penalty charge stands with 28 days more to pay. Recipient of NTO is informed of their right to appeal to the independent adjudicator. 28 days. Hearing arranged: In person, by phone or by post. Please note, you cannot appeal to No Action Taken In 28 Days the adjudicator until your formal representations have been rejected by the council. **Key of Symbols** PCN Sent by Post 14 days to pay at 50% discount or 28 days to pay in full. Steps 1-4 Can be challenged (see your PCN). Ignore
If there is no payment received or representations made within 28 Ignore
If there is no payment received or appeal made within 28 days, the council Ignore
If there is no payment received Action taken by council within 28 days, the council will Correspondence with council days, the council will issue a will issue a Charge Certificate. The penalty will increase by 50%. issue a Charge Certificate.
The penalty will increase by 50%. Charge Certificate. The penalty will Steps 5 and 6 increase by 50%. Action required to be undertaken by Correspondence with Traffic Penalty Tribunal registered vehicle owner Glossary of Terms **Bus Lane PCN Sent by Post** No action taken by registered 14 days to pay at 50% discount vehicle owner or 28 days to pay in full. Penalty Charge Notice Can be challenged (see your PCN). County Court County Court County Court If the Charge Certificate is not paid within If the Charge Certificate is not paid within If the Charge Certificate is not paid within No action taken by registered vehicle NTO 14 days the council will pursue the debt 14 days the council will pursue the debt 14 days the council will pursue the debt Notice to Owner owner when action is required through the county court. through the county court. through the county court.