

## Appendix A – Example Penalty Charge Notice

Front of Penalty Charge Notice

See reverse for: How to pay.  
How to challenge this PCN.  
What happens if you do not pay?

**Do not pay the Civil Enforcement Officer**

Scissors icon

**PAYMENT SLIP**

Scissors icon

PCN Number: ZX100000010  
Served on: 20/04/2009 At: 11:43  
Vehicle registration: T1234567

Contravention: Parked on loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force

Code: 02

The Penalty Charge is £70; or £35 if paid not later than the last day of the period of 14 days beginning with the date on which this PCN was served.



**PENALTY CHARGE NOTICE (PCN)**

Shropshire Council

PCN Number: ZX100000010  
Served on: 20/04/2009  
by Civil Enforcement Officer (CEO) ZX1009 who had reason to believe that the following contravention had occurred and that a penalty charge is now payable:

Parked on loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force

Code: 02

Date of contravention: 20/04/2009  
Time of contravention: 11:43  
Location: A17A West Street (A17).

Vehicle registration: T1234567  
Make: ALFA ROMEO  
Colour: Blue  
Licence: 284587890 Expiry: 31/01/2010

Observed from 11:43 to 11:48

A penalty charge of £70 is now payable and must be paid not later than the last day of the period of 14 days beginning with the date on which this PCN was served (i.e. 03/05/2009)

The penalty charge will be reduced by a discount of £35 to £35 if it is paid not later than the last day of the period of 14 days beginning with the date on which this PCN was served (i.e. 03/05/2009)

Back of Penalty Charge Notice

**How To Pay, the following options are available**

- **By telephone** Automated telephone 0345 678 9009 (24 hours, 7 days a week). Credit/Debit cards only. Have PCN number and card details ready.
- **Online** at [www.shropshire.gov.uk/parking](http://www.shropshire.gov.uk/parking) follow links.
- **By post** using the payment slip below to: Shropshire Parking Service, PO Box 4751, Shrewsbury, SY1 9GL. Cash should not be sent by post. Allow 2 working days for 1st class post and 5 for 2nd class. Cheques and postal orders must be made payable to 'Shropshire Council' and crossed "a/c payee". **Post-dated cheques will not be accepted.**
- **In person**, with the Penalty Charge Notice, at any Shropshire Council Customer Service point. Check with the individual office for opening times.

**If you believe that this charge should not be paid and wish to challenge the issue of the penalty charge notice DO NOT SEND ANY MONEY NOW:**

Please quote the PCN Number, the vehicle registration number and your name & address in all contacts and either

- **Write** to Shropshire Parking Service, PO Box 4751, Shrewsbury, SY1 9GL or
- **E-mail** to [parkingenforcement@shropshire.gov.uk](mailto:parkingenforcement@shropshire.gov.uk)

If you challenge this PCN within 14 days of issue, and the challenge is rejected, Shropshire Council will generally extend the period within which the reduced amount of penalty charge may be paid. All challenges will be considered on their individual circumstances.

Details of Shropshire Council's policy and approach to challenges can be found at [www.shropshire.gov.uk/parking](http://www.shropshire.gov.uk/parking) or viewed at any of the main Shropshire Council offices. Please check for opening times.

If the penalty charge is not paid on or before the end of the 28 day period as specified on the front of this notice or successfully challenged, Shropshire Council may serve a Notice to Owner (NtO) on the owner of the vehicle requiring payment of the penalty charge. The owner can then make representation to Shropshire Council and may appeal to an independent adjudicator if the representation is rejected. The NtO will contain instructions for doing this. If you challenge this PCN but Shropshire Council issues a NtO anyway, the owner must follow the instructions on the NtO.

Further information about Civil Parking Enforcement (including PCN's and NtO's) is available online at [www.patrol-uk.info](http://www.patrol-uk.info)

If you have any other general enquiry on parking enforcement, please telephone 0345 678 9019

✂ Detach here

Postal payment slip

Detach

Please find enclosed cheque/postal order to the value of: £

Mr/Mrs/Miss/Ms.....Initials.....

Address.....

.....Post Code.....

Signature:.....Date:.....

If you would like a receipt, please enclose a stamped, self-addressed