

| GROUND: The alleged contravention did not occur | | |
|--|---|--|
| REPRESENTATIONS | MAY ACCEPT REPRESENTATIONS | MAY REJECT REPRESENTATIONS |
| A Pay & Display ticket was purchased and displayed | <ul style="list-style-type: none"> If a Pay & Display ticket is produced showing that it was valid at the relevant time and the attendant's pocketbook notes and photographs confirm that a face down ticket was displayed and it is the first contravention of this kind | <ul style="list-style-type: none"> If no valid Pay & Display ticket is produced. The attendant's notes do not confirm that a ticket was seen in the vehicle. A previous PCN for the same contravention was cancelled. The attendant noted that the Pay & Display ticket had been obtained from another motorist leaving their parking place. |

| GROUND: I was not the owner of the vehicle at the time / or I had ceased to be its owner before the date on which the alleged contravention occurred / or I became its owner after the date on which the alleged contravention occurred | | |
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| REPRESENTATIONS | MAY ACCEPT REPRESENTATIONS | MAY REJECT REPRESENTATIONS |
| | <ul style="list-style-type: none"> If the name and address of the new owner and copies of documents relating to the change in ownership can be supplied. If a letter from the DVLA confirming the change in ownership details can be supplied. | <ul style="list-style-type: none"> If no evidence can be provided to support the claim and our records do not show inconsistencies to allow the benefit of the doubt. If the person named as the new keeper does not exist, cannot be traced or is not considered to be genuine. |

GROUND:
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

| REPRESENTATIONS | MAY ACCEPT REPRESENTATIONS | MAY REJECT REPRESENTATIONS |
|-----------------|---|--|
| | <ul style="list-style-type: none"> If a Police Crime Reference number and the name of the police authority where the crime was reported is provided. | <ul style="list-style-type: none"> If the Police crime reference number does not exist or the details do not match the vehicle concerned or the date and time of the contravention. If no evidence can be supplied to support the claim. |

GROUND:
We are a vehicle hire firm and the vehicle was on hire under a hiring agreement and the hirer had signed a statement acknowledging liability for any pcn issued during the hiring period

| REPRESENTATIONS | MAY ACCEPT REPRESENTATIONS | MAY REJECT REPRESENTATIONS |
|-----------------|--|---|
| | <ul style="list-style-type: none"> If the formal hire agreement is provided showing that the hirer is responsible for all penalties incurred during the period of hire. | <ul style="list-style-type: none"> If the formal hire cannot be provided or the agreement does not specify that the hirer is responsible for all penalties incurred during the period of hire. |

GROUND:
The penalty charge exceeded the amount applicable in the circumstances of the case

| REPRESENTATIONS | MAY ACCEPT REPRESENTATIONS | MAY REJECT REPRESENTATIONS |
|-----------------|---|--|
| | <ul style="list-style-type: none"> If the PCN and/or Notice to Owner showed the incorrect amount of penalty charge, i.e., the wrong charge band. | <ul style="list-style-type: none"> If the PCN and/or Notice to Owner showed the correct amount of penalty charge. |

GROUND:

There has been a procedural impropriety by the enforcement authority

| REPRESENTATIONS | MAY ACCEPT REPRESENTATIONS | MAY REJECT REPRESENTATIONS |
|-----------------|---|--|
| | <ul style="list-style-type: none">• If it is shown that the enforcement authority has failed to comply with any requirement imposed by the relevant legislation | <ul style="list-style-type: none">• If it is shown that the enforcement authority has complied with all requirements imposed by the relevant legislation |

GROUND:

The order which is alleged to have been contravened in relation to the vehicle concerned is invalid

| REPRESENTATIONS | MAY ACCEPT REPRESENTATIONS | MAY REJECT REPRESENTATIONS |
|-----------------|--|--|
| | <ul style="list-style-type: none">• If the Traffic Regulation Order is not consistent with the regulations on/off street | <ul style="list-style-type: none">• If the Traffic Regulation Order is consistent with the regulations on/off street.• If the regulations are merely considered to be unfair. |

GROUND:

This notice should not have been served because the penalty charge notice had already been paid;

I. in full; or

II. at the discounted rate and within the time specified in paragraph 1(h) of the schedule to the Civil Enforcement of Parking Contraventions (England) General Regulations 2007

| REPRESENTATIONS | MAY ACCEPT REPRESENTATIONS | MAY REJECT REPRESENTATIONS |
|-----------------|--|--|
| | <ul style="list-style-type: none">• If it can be shown when and how the payment was made with supporting documentary information such as a receipt or bank statement | <ul style="list-style-type: none">• If no evidence can be provided to support the claim and our records do not show that payment has been made |

GROUND:

Other – if there are any other reasons why you consider the council should cancel the penalty charge notice

| REPRESENTATIONS | MAY ACCEPT REPRESENTATIONS | MAY REJECT REPRESENTATIONS |
|---|--|--|
| Patient visiting a doctor's surgery. | <ul style="list-style-type: none"> If a doctor's letter is provided which confirms that the visit was urgent and that they were unable to walk from the nearest lawful parking place. | <ul style="list-style-type: none"> If the motorist was not the patient. If the motorist was attending a non-urgent appointment. If the motorist could reasonably have been expected to park lawfully. |
| To have been recently bereaved. | <ul style="list-style-type: none"> If no evidence exists to the contrary, on first occasion only taking into account the sensitivity of this issue. | <ul style="list-style-type: none"> Only if there is a significant reason to doubt the sincerity of the representations. |
| Delayed in returning to the vehicle and parking time expired. | <ul style="list-style-type: none"> If supporting evidence is provided showing: <ul style="list-style-type: none"> The delay was unforeseen, unavoidable and exceptional. and / or The vehicle had broken down. and / or The motorist was unable to drive since parking the vehicle. | <ul style="list-style-type: none"> If no supporting evidence is provided. If the delay was avoidable. If the motorist was unable to drive since parking due to excess alcohol or had been detained by the police for that reason. |
| A second pay-and-display ticket was bought to remain parked in the same place | <ul style="list-style-type: none"> In no circumstances. | <ul style="list-style-type: none"> In all circumstances. |
| Went to obtain change after vehicle parked. | <ul style="list-style-type: none"> If the motorist had not left the pay-and-display area or car park whilst obtaining change and a ticket was purchased. | <ul style="list-style-type: none"> If motorist left pay-and-display area or car park to obtain change. |

GROUND:

Other – if there are any other reasons why you consider the council should cancel the penalty charge notice

| REPRESENTATIONS | MAY ACCEPT REPRESENTATIONS | MAY REJECT REPRESENTATIONS |
|---|---|---|
| Unaware of charges or terms and conditions parking | <ul style="list-style-type: none">• If signs or tariff boards contains incorrect or missing information. | <ul style="list-style-type: none">• In all other circumstances. |
| Unaware of increase in charges | <ul style="list-style-type: none">• If advance notices were not displayed.• If tariff boards / inserts not updated | <ul style="list-style-type: none">• If advance notices were displayed and tariff boards / inserts clearly correct. |
| Parked with one or more wheels outside of a marked bay. | <ul style="list-style-type: none">• In exceptional circumstances outside the motorist's control and supported by acceptable evidence. | <ul style="list-style-type: none">• If evidence clearly supports exceptional circumstances. |
| Blue Badge and/or clock not displayed or displayed incorrectly so that the serial number and expiry date could not be read. | <ul style="list-style-type: none">• The benefit of the doubt is given on the first occasion. | <ul style="list-style-type: none">• If a previous PCN has been cancelled for the same contravention and advised to display a valid Blue Badge and/or clock correctly in the future. |
| Vehicle parked on a waiting restriction displaying a Blue Badge and clock beyond the 3-hour time limit permitted by the Blue Badge Scheme or on another restriction for which the Blue Badge does not provide an exemption. | <ul style="list-style-type: none">• In no circumstances. | <ul style="list-style-type: none">• In all circumstances. |
| Unaware of the existence of a Controlled Parking Zone | <ul style="list-style-type: none">• If signing / marking is faulty. | <ul style="list-style-type: none">• In all other circumstances. |

GROUND:

Other – if there are any other reasons why you consider the council should cancel the penalty charge notice

| REPRESENTATIONS | MAY ACCEPT REPRESENTATIONS | MAY REJECT REPRESENTATIONS |
|---|---|--|
| The vehicle was parked displaying an expired permit. | <ul style="list-style-type: none">• If renewal of the permit was delayed due to the administrative process.• If renewal of the permit was delayed due to unforeseen circumstances on the part of the holder. | <ul style="list-style-type: none">• In all other circumstances.• Business Permits are not vehicle specific and therefore a current Business Permit will not necessarily cancel the PCN as the permit may have been used in another vehicle. |
| Assumed entitlement of a period of grace before the PCN was issued. | <ul style="list-style-type: none">• In no circumstances. | <ul style="list-style-type: none">• In all circumstances. |
| Signs or markings covered by snow, foliage, fallen leaves or rubbish. | <ul style="list-style-type: none">• If it can be established that the conditions existed and the signs or markings were obscured with no alternative indication of the restriction. | <ul style="list-style-type: none">• If the conditions did not obscure signs or markings.• If the attendant's photographic evidence contradicts the claims made.• If an alternative indication of the restriction was available. |
| Pay-and-display ticket obtained from incorrect machine, | <ul style="list-style-type: none">• If agreed that the position of the machine is likely to cause confusion. | <ul style="list-style-type: none">• If the machine is positioned so that confusion is unlikely.• If previous representations accepted for the same or similar contravention. |
| Vehicle was on police, fire brigade or ambulance duties. | <ul style="list-style-type: none">• Letter from a senior officer provided confirming that the vehicle was engaged in operational duties. | <ul style="list-style-type: none">• In all other circumstances. |
| Collecting or depositing money at a bank | <ul style="list-style-type: none">• If specific arrangements have been made | <ul style="list-style-type: none">• In all other circumstances |

GROUND:

Other – if there are any other reasons why you consider the council should cancel the penalty charge notice

| REPRESENTATIONS | MAY ACCEPT REPRESENTATIONS | MAY REJECT REPRESENTATIONS |
|---|---|---|
| Unaware of temporary suspension of parking place | <ul style="list-style-type: none">• If the attendant's notes and photographs do not confirm that the signing was clear• If signing of the suspension was defective in any way. | <ul style="list-style-type: none">• If the attendant's notes confirm that the vehicle was parked in the restricted area and the appropriate signing was in place and clearly visible. |
| The registered keeper is going abroad or is in prison | <ul style="list-style-type: none">• In no circumstances. | <ul style="list-style-type: none">• In all circumstances. |
| The registered keeper has died | <ul style="list-style-type: none">• Where it can be confirmed by sensitive enquiry or other evidence available. | <ul style="list-style-type: none">• Only in situations where there is evidence to doubt the sincerity of the representations. |
| The vehicle has received a Fixed Penalty Notice from a police officer | <ul style="list-style-type: none">• Where the Fixed Penalty Notice is provided as evidence. | <ul style="list-style-type: none">• In all other circumstances. |
| A Council officer or Member claims to have been on Council business | <ul style="list-style-type: none">• If the officer was carrying out emergency or other statutory work and confirmed by line manager. | <ul style="list-style-type: none">• If it is established that they could have reasonably parked elsewhere without the work being hindered. |
| In police custody when PCN issued | <ul style="list-style-type: none">• If police evidence is provided showing that they had instructed the motorist to leave the vehicle. | <ul style="list-style-type: none">• If no proof provided.• If vehicle could have been legally parked before the arrest. |