The parking penalty enforcement process

Penalty Charge Notice (PCN)
fixed to windscreen or
handed to driver

14 days to pay at 50% discount or 28 days to pay in full.
Can be challenged see PCN.

PCN or Notice to Owner sent by post

Council obtains owner's address from DVLA. **28 days** to pay or challenge in writing (if PCN – **14 days** to pay **50% discount**).

Ignore

Owner does nothing. Council pursues penalty charge as a **debt** in the County Court.

Challenge

Owner sends written challenge (representations), using **formal ground** or compelling reason.

Pay

14 days to pay at 50% discount or **28 days** to pay in full.

Council accepts owner's formal challenge

Penalty charge is cancelled.

No further action is taken.

Owner has nothing to pay; any
money paid **refunded**.

Council rejects formal representations

Penalty charge stands, with **28 days** more to pay. Owner is informed of their right to appeal to the independent **Adjudicator**.

Ignore

Owner does nothing.
Council pursues penalty charge
as a **debt** in the County Court.

Challenge

Appeal to the independent adjudicator at the Traffic Penalty Tribunal. **Hearing** – in person, by phone or by postal decision – arranged.

Pay

Owner has **28 days** to pay penalty charge.

Appeal dismissed (unsuccessful)

Penalty charge stands – owner has

28 days to pay. If unpaid, council
pursues as a debt in the County Court.

Appeal allowed (successful)

Adjudicator decides in favour of appellant (owner). Liability to pay is cancelled, or a refund of any sums paid is directed.

The Joint Committee of England and Wales for the civil enforcement of Parking and Traffic Regulations Outside London

PATROL

WWW.PATROL-UK.INFO

PATROL provides information about parking regulations and enforcement in councils that enforce Parking and Traffic Regulations Outside London. It is aimed at drivers and vehicle owners who use their vehicles in one of the council areas in **England (outside London) and Wales** where parking regulations are enforced under the civil enforcement scheme.



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Don't ignore parking penalties. Pay or Challenge!

