

Parking - Penalty charge notice – appeal

Once you have submitted your challenge online, your Penalty Charge Notice will be put on hold while it is being investigated and a reply will be sent in writing.

All challenges must be made in writing. Verbal or telephone challenges cannot be accepted.

If you have completed this form within 14 days of the date of issue of the Penalty Charge Notice and your challenge is rejected, you will be given a further 14 days from the date of our reply to pay the reduced amount. This 14 day extension is totally at the council's discretion.

Penalty charge notice details

PCN Ticket number (this is the number on your ticket)	
Date of Issue (dd/mm/yyyy)	
Vehicle registration number	

Please note: The registered owner/keeper/hirer of the vehicle is liable to the charge even if they were not the driver of the vehicle at the time of the contravention. The owner/keeper/hirer of the vehicle cannot transfer liability to the driver.

Please explain why you are challenging the Penalty Charge Notice

Any documentation needed to support your challenge should be attached with this form i.e; copies of pay and display tickets, disabled badge or season ticket.

Applicant details;

Title	
First name	
Last name	
Contact tel number	
E-mail address	
Address & postcode	

Data Protection Statement

Your information will be processed in accordance with Data Protection legal requirements. Please see the [Council's Privacy Statement and Charter](#).

Once you have completed this form: you can upload it by using the same link on our website that you used when you downloaded it. If you are required to submit additional documents or photographs to support your request, you will be advised how to do this on the upload page.