

Parking Services  
Northumberland County Council  
County Hall  
Morpeth  
Northumberland  
NE61 2EF



## **PENALTY CHARGE NOTICE – Informal Representation**

If you wish to appeal against the Penalty Charge Notice issued to your vehicle you need to submit your reasons in writing. To challenge the PCN, please complete this form and return to the address provided at the top of the page or by hand to one of the Northumberland County Council Information Centres.

If the challenge is received within 14 days of the issue of the PCN, the due payment will be frozen at the reduced rate until resolved – subject to it then being paid within a further 14 days from the date of the decision letter if unsuccessful. Informal representations received after 14 days from the issue of a PCN if unsuccessful will be due at the full rate within 14 days of the date of the appeal decision. An Informal Representation will not be accepted after 28 days from the issue date of the PCN offence.

### **PENALTY CHARGE NOTICE DETAILS**

PENALTY CHARGE NOTICE NUMBER: .....

DATE OF ISSUE: .....

CAR PARK ISSUED: .....

VEHICLE REGISTRATION NUMBER: .....

### **DETAILS OF INFORMAL REPRESENTATION:**

Clearly state the reasons and circumstances that you wish to be taken into account

(continue on the reverse if you need more space)

### **YOUR DETAILS (Please Print)** - We will respond only to the person identified and at this address

Title: Mr/Mrs/Ms/Miss (Please delete) Name: .....

Address: .....

Post Code: ..... Date of Birth: .....

Date: ..... Daytime telephone number: .....