

Charge Certificate

Transport (Scotland) Act 2001

The Bus Lane Contraventions (Charges, Adjudication and Enforcement) (Scotland) Regulations 2011

• EDINBURGH •

THE CITY OF EDINBURGH COUNCIL

YOU MUST NOT IGNORE THIS NOTICE, LIABILITY FOR THE CHARGE LIES WITH YOU, THE OWNER/KEEPER/HIRER OF THE VEHICLE

Vehicle Registration Mark

Charge Notice Number

Detection Date

Location

Date Notice Posted

As registered keeper/owner/hirer of the above vehicle you are responsible for the Charge Notice detailed above. You were served with a Charge Notice dated _____ in respect of this contravention.

This Charge Certificate has been issued for the following reasons:

As the Charge Notice has not been paid, the charge increases by 50% to _____. Payment of the increase is now due and accordingly you are required to pay the outstanding amount of _____ within 14 days of the issue of this certificate (*Please note - the date of service of this notice is deemed to be the third working day after the day on which this Charge Certificate was posted*).

If payment is not received within 14 days, action will be taken by the City of Edinburgh Council to recover the charge through sheriff officers. **This Charge Certificate has the same status as an extract registered decree arbitral bearing a warrant for execution issued by the sheriff court of any sheriffdom in Scotland and contains authority for immediate enforcement by officers of the court.**

Signature _____ Parking and Traffic Regulation Manager

HOW TO PAY

BY TELEPHONE or ONLINE

Telephone - Call 0131 627 0014

Online - <http://www.edinburgh.gov.uk/parking>

Both payment methods are available 24 hours every day. Payment by Mastercard, Visa, Delta or Maestro is accepted.



BY POST

Payment may be made by crossed Cheque or postal order made payable to the City of Edinburgh Council, write the Charge Number and your address on the reverse of the cheque/postal order. Please complete the tear off slip below and enclose with the payment. Do not send cash by post. A stamped addressed envelope must be enclosed if you require a receipt.

Postal payments must be sent to: Parking Services, The City of Edinburgh Council, PO Box 333, Sheffield, S98 1BJ.

PAY IN PERSON using a debit or credit card at the City of Edinburgh Council Customer Hub, 249 High Street, Edinburgh, EH1 1YJ.

Please note, we can no longer accept cash payments.

Type of Payment

Cheque ☐ Postal Order ☐ (please tick)

Please complete in block capitals

Name:

Address:

.....
..... Postcode:

Signature:

Notice to owner/keeper/
hirer of Vehicle Reg No:

Charge Notice Number

Charge Notice Issue Date:

Date of issue of this Notice:

Amount Due: £.....

Note:- Postal address for payment and representations is - Parking Services, The City of Edinburgh Council, PO Box 333, Sheffield, S98 1BJ.

Data Protection Information

Personal data has been collected in order to serve this Bus Lane Charge Notice and enforce the bus lane terms and conditions. As it is believed that a contravention has occurred, your personal data may be collected, processed, shared and retained in order to carry out the performance of a public task and fulfil our legal obligations in the following ways:

- To request details of the registered keeper of the vehicle from the DVLA in order to pursue a Bus Lane Charge Notice.
- Shared with third parties for appeals, enforcement and debt collection.
- Shared with the police or security organisations to prevent or detect crime.
- Shared with third parties for the purpose of data analytics, for example traffic or parking surveys. .

Your Data Rights

In relation to the personal data which we may hold about you, you have the right to request to:

Be **informed**, have **access** or **rectify** incorrect information. You also have the right to **object** to or **restrict** our processing of your data.

Under Data Protection law we must verify your identity and explain to you our reasons if we do not agree to carry out your request.

Contact and Further Information

If you would like more information about how we use your data, please read our Privacy Policy at www.edinburgh.gov.uk/parking

Data protection questions can be made in writing to Information Rights team, City of Edinburgh Council, Waverley Court (Business Centre 2:1), 4 East Market Street, Edinburgh, EH8 8BG.

You have the right to complain to the Information Commissioner's Office at www.ICO.org.uk.