

Charge Certificate

Road Traffic Act 1991
(as amended)

• EDINBURGH •

THE CITY OF EDINBURGH COUNCIL

YOU MUST NOT IGNORE THIS NOTICE

Vehicle Registration Number

Penalty Charge Notice Number

Date of Issue

Location of Contravention

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

This Charge Certificate has been issued for the following reasons:

As the penalty charge has not been paid, the charge increases by 50% to _____
accordingly you are required to pay the outstanding amount of _____

Payment of the increase is now due and
within 14 days of the issue of this certificate.

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 Notice 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:

PCN Number:

PCN Issue Date:

Date of issue of this Notice:

Amount Due: £.....

PCN = PENALTY CHARGE NOTICE = PARKING TICKET

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 Charge Certificate and enforce the parking 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 Penalty 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.