

Notice to Owner
Road Traffic Act 1991
(as amended)

Vehicle Registration Number

Penalty Charge Notice Number

Penalty Charge Notice Issue Date

Date of Issue of this Notice

Liability for the Penalty Charge lies with you, the Owner/Keeper/Hirer

On _____ you were the registered owner/keeper/hirer of vehicle registration number _____ when PENALTY CHARGE NOTICE number _____ was issued because the vehicle was allegedly involved in the following parking contravention:

in _____

at _____

THE PENALTY CHARGE HAS NOT BEEN PAID

The Penalty Charge is £ _____

To date you have paid £ _____

Payment now due is £ _____

YOU MUST NOT IGNORE THIS NOTICE

You must make payment in full or representations to the Council before the end of the 28 day period beginning with the date on which the notice is served. If you do neither, a Charge Certificate will be issued. This may increase the Penalty Charge by 50% to £ _____.

Failure to pay the increased amount may result in the Charge Certificate being passed to the Sheriff Officer for enforcement/collection.

Image taken by
digital camera

NOTES FOR COMPLETION

1. This "Notice to Owner" has been sent to you as the registered owner/keeper/hirer of the vehicle because a Penalty Charge Notice (Parking Ticket) was issued to the vehicle on the date shown above and full payment has not been received.
 2. The driver was allowed 14 days to pay the discounted sum. Any sum already paid, as shown above, was either less than the discounted amount or was received outside the discount period.
 3. As the registered owner/keeper of the vehicle (or the person who was hiring the vehicle) at the time the Penalty Charge Notice (Parking Ticket) was issued, you are legally liable for the penalty charge even if you were not the driver at the time.
 4. It is now too late to pay the 50% discount rate, therefore, you have two options - (a) Pay or (b) Challenge.
- 4 (a). PAY - Make payment in full. (see overleaf for details)
- 4 (b). CHALLENGE - Make Representations to the Council. (see overleaf for details)

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: £.....



Note:- Postal address for payment and representations is - Parking Services, The City of Edinburgh Council, PO Box 208, Sheffield, S98 1BJ.