

DO NOT IGNORE THIS NOTICE

If payment of this Penalty Charge Notice (PCN) is received within 14 days beginning with the date of issue of the PCN then the discounted charge will be accepted as settlement. If payment is not received within 14 days beginning with the date of issue of the PCN, the full amount will be payable. The Council cannot be held responsible for any delays or delivery failures; please take special care over the festive period. Paying by telephone or online will ensure payment is received on time.

HOW TO PAY

By Telephone

Call 0131 627 0014
(24 hour credit/debit card payment line).

Online

www.edinburgh.gov.uk/parking



By Post

To: Parking Services, The City of Edinburgh Council, Lowton Way, PO Box 208, Helliaby, Sheffield, S98 1LS. Make the cheque or postal order payable to 'The City of Edinburgh Council (ensuring the PCN number is on the reverse)'. Complete the slip below and attach it to the cheque or postal order. Please note all post-dated cheques will be processed on the day of receipt. Do not send cash payments in the post.

In Person

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.

WHAT HAPPENS NEXT

If the owner wishes to dispute a PCN or make a challenge, they must do so either online at www.edinburgh.gov.uk/parking following the link to challenge a PCN, or in writing to Parking Services, The City of Edinburgh Council, PO Box 208, Lowton Way, Helliaby, Sheffield, S98 1LS. If we receive a dispute within 14 days, beginning with the date of issue of the PCN, we will consider such a challenge and progression of the charge will be placed on hold pending a reply.

If the PCN is not paid within 28 days beginning with the date of issue of the PCN, we will send a notice to the owner of the vehicle. The will request payment but also explains how to dispute the PCN further (make a formal representation). If such a notice is submitted despite representations having been made within 14 days of this PCN, then the process for further representations must be followed. If the representation is accepted, the owner will be informed accordingly, however should it be rejected and the owner does not accept the decision, an appeal to the First-tier Tribunal can be made. Details of how to do this will be provided along with the rejection notice.

Data Protection Information

Personal data has been collected in order to serve this PCN 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 to pursue a PCN.
- 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.

Detach here

Please complete details below before returning this slip with payment:

Title: Mr/Mrs/Miss/Ms/Other: _____

Surname: _____

Forename(s): _____

Address: _____

Detach here

Payment Slip

PCN Number: _____

Vehicle Registration: _____

Date of Issue: _____

Time: _____

Contravention Code: _____

FOR INSTRUCTIONS ON PAYMENT SEE OVERLEAF

If payment is made by post please detach this slip, complete the details on the reverse and return it with payment to the address