

Section 1 — Notice formats and templates

a. A sample or specimen Penalty Charge Notice showing the notice format with example or redacted data populated in the relevant fields — vehicle registration, contravention code, date and time of contravention, location, penalty amount, and payment deadline — for on-street parking contraventions. If your authority's notices are generated by a third-party software provider and a blank template is not held by the council, a populated example notice or redacted real notice would fully satisfy this request instead.

b. A sample or specimen Penalty Charge Notice in the same format as above for moving traffic contraventions, where your authority issues these.

c. A sample or specimen Charge Certificate and Penalty Charge Notice Appeal Decision Notice currently in use, with any personal data redacted. If multiple versions exist for different contravention types please provide all versions held.

All information relevant to section 1 of this request is covered under EDIR: 61227 which is available on the Council's [Fol disclosure log](#).

Section 2 — Contravention statistics

For the most recent complete financial year available please provide the following.

a. The total number of Penalty Charge Notices issued broken down by contravention code and contravention description.

b. The total number of PCNs issued broken down by enforcement method — camera enforcement versus civil enforcement officer.

c. The overall PCN payment rate for the most recent complete financial year, including the percentage paid at the discounted rate within the applicable discount period and the percentage paid at the full rate within the full payment period.

d. The percentage of PCNs that were successfully cancelled following informal representation and the percentage successfully appealed to the Parking and Bus Lane Tribunal for Scotland.

[Q a – Q d](#)

Please see attached information, [Issuance](#), [Payment](#), [Reps](#), [Apps](#) and [Parking by Contravention](#).

e. The total number of vehicles in your authority's directly managed fleet across all service departments.

1099

f. The total number of Penalty Charge Notices received by your authority's own fleet vehicles in the most recent complete financial year.

103

g. Where available, a breakdown of those fleet PCNs by issuing authority — how many were issued by your own authority and how many by other enforcement bodies.

Issued by City of Edinburgh Council – 99.

Issued by other enforcement body – 4.

Section 3 — Systems and digital capability

The name of the back-office software system currently used by your authority to process Penalty Charge Notices from issue through to payment and enforcement.

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