

It is an offence for an unauthorised person to remove or interfere with this notice.



**Doncaster**  
Metropolitan Borough Council

## Penalty Charge Notice

The Traffic Management Act 2004, s.78; Civil Enforcement of Parking Contraventions (England) General Regulations 2007; Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007

Notice No.:

Date Served:

Vehicle Registration No.:

Make:

Colour:

Tax Disc:

Expiry:

P&D Ticket No:

Expiry Time:

Was seen in:

From/To:

/

At:

Date of contravention:

by Civil Enforcement Officer (number):

Signature: .....

who had reasonable cause to believe that the following parking contravention had occurred:

A Penalty Charge of £ is now payable and must be paid not later than the last day of the period of 28 days beginning with the date on which the PCN was served.

The Penalty Charge will be reduced to £ if payment is received within 14 days beginning with the date on which this PCN was served.

**Issued by Doncaster Metropolitan Borough Council**

Detach here

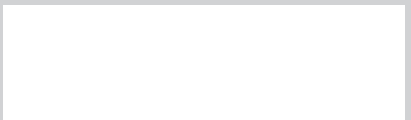
### Payment Slip

Detach here

Notice No.:

Date Served:

Vehicle Registration No.:



#### **FOR INSTRUCTIONS ON PAYMENT SEE OVERLEAF**

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

**DO NOT PAY THE CIVIL ENFORCEMENT OFFICER**

## HOW TO PAY

- **Automated Telephone Payment Service**

If you wish to pay by Debit Card using the automated payment telephone services please telephone 0845 130 5910. Cards accepted: Maestro, Visa Delta, Visa Electron or Solo.

- **Online**

To pay by Debit Card on the internet visit the Doncaster MBC website at [www.doncaster.gov.uk](http://www.doncaster.gov.uk) Follow links for online payments.

- **Post Payments**

To Pay, either by cheque or postal order, crossed and made payable to Doncaster MBC, should be sent to Doncaster Metropolitan Borough Council, Financial Services, PO Box 443, Doncaster DN1 1GG. Allow 2 working days for 1st class post and 5 for 2nd class.

- **In Person**

Payments may be made **in person** at Colonnades House, Duke Street, Doncaster, DN1 1ER or any Doncaster MBC Cash Office. The cash offices are open for receiving payments between 8:45am and 4.00pm on Mondays to Fridays.

### **IF YOU BELIEVE THAT THE PENALTY SHOULD NOT BE PAID AND WISH TO CHALLENGE THIS PCN**

- Write to: Doncaster Metropolitan Borough Council  
PCN Enquiries  
PO Box 804  
Doncaster DN1 2YP
- Email: [parking.services@doncaster.gov.uk](mailto:parking.services@doncaster.gov.uk)

If you have any other enquiry, please telephone 01302 735041

### **Please quote the PCN number, the vehicle registration and your address in all contacts**

Details of the Council's policy and approach to challenges can be found at [www.doncaster.gov.uk/parking](http://www.doncaster.gov.uk/parking) - all cases will be considered on their individual circumstances. If you challenge this PCN within 14 days and the challenge is rejected, the Council will generally extend the period within which the reduced Penalty Charge may be paid.

### **IF THE PENALTY CHARGE IS NOT PAID OR CHALLENGED**

If the Penalty Charge is not paid on or before the end of the 28 day period as specified on the front of this notice or successfully challenged, the Council may serve a Notice to Owner (NtO) on the owner of the vehicle requiring payment of the Penalty Charge. The owner can then make representations to the Council and may appeal to an independent adjudicator if those representations are rejected. The NtO will contain instructions for doing this.

If you challenge this PCN but the Council issues a NtO anyway, the owner must follow the instructions on the NtO.

Further information about Civil Parking Enforcement including PCN's and NtO's is available online at [www.patrol-uk.info](http://www.patrol-uk.info)

Detach here

Please complete your details below before returning this slip with your payment:

Name: Mr/Mrs/Miss/Ms: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

A receipt will not be issued unless a stamped addressed envelope is supplied.