

RBBC Overview of Penalty Charge Enforcement



Penalty Charge Notice (PCN) Issued

- At this stage you have the option to pay the charge at the discounted amount (either £25 or £35) within the first 14 days of issue.
- If you believe you have grounds to challenge the charge you must do so in writing (details on PCN).
- If you challenge within the 14 day discount period, and we choose to uphold the charge then you will still be able to pay at the lower rate.
- Paying or challenging the charge after the 14 day period forfeits your entitlement to pay at the discounted amount.
- If your challenge is rejected and you wish to challenge the PCN further you MUST wait for the Notice to Owner to be issued.
- If you do nothing a Notice to Owner will be issued approximately 28 days after the PCN is issued.

Notice to Owner (NtO) Issued

- Once the DVLA has confirmed the registered keeper of the vehicle we will issue a NtO. At this point you can pay the charge at the full amount (either £50 or £70). Or you can make a formal representation.
- The NtO will list grounds in which you can make representation, this must also be done in writing, details of how to do so are stated on the notice.
- Should we chose to uphold the charge we will send you a Notice of Rejection, you will have the option to either pay the charge or to make an appeal to the independent adjudicators – Traffic Penalty Tribunal.
- If you do nothing a charge certificate will be issued approximately 28 days after the service of the NtO.

Appeal to Traffic Penalty Tribunal (TPT)

- This is an online service, details of which can be found on the Notice of Rejection.
- The adjudicator will then decide to either uphold/allow the appeal based on relevant legislation and the evidence provided by both parties.
- Should the adjudicator uphold the appeal you would have now exhausted your opportunity to appeal, but can still pay the charge at the full rate (either £50 or £70)
- If you do nothing a Charge Certificate will be issued approximately 28 days after the adjudicator's decision is made.

Charge Certificate

- If the charge goes unpaid it will then be increased by 50% (either £75 or £105). You no longer have the option to challenge the PCN.
- If you do nothing within 14 days from the date of service we will register your debt with the Traffic Enforcement Centre based at Northampton County Court and you will be issued with an Order for Recovery.

Order for Recovery

- As your debt has been registered with the court an £8 admin fee will be added to your charge (either £83 or £113).
- There are 4 grounds in which you can contest this, you may ONLY do so if one or more of the grounds apply to your situation. (If a false witness statement is filed, the court could fine you up to £5000).

Warrant of Control

- If you do nothing your case will be handed to the Enforcement Agents and a Warrant of Control will be passed to them. At this point your case will no longer be under our charge and you MUST deal directly with the Enforcement Agents.