

**PENALTY CHARGE NOTICE (PCN)**

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 (as amended)

PCN No: KL00519977  
Served on: 27/04/2019  
By Civil Enforcement Officer No: 237

Signature:.....

Who has reasonable cause to believe that the following parking  
contravention had occurred and that a penalty charge is now payable:  
Contravention: Parked for longer than permitted

Contravention Code: 30  
Location: West Street 1 SBS  
Date of Contravention: 27/04/2019 Time: 08:46  
Vehicle Registration: [REDACTED]  
Make: FIAT Colour: WHITE  
Observed From: 08:08 To: 08:46

A penalty charge of £50.00 must be paid not later than the last day of  
the period of 28 days beginning with the date on which the penalty  
charge notice was served. If the penalty charge is paid not later than  
the last day of the period of 14 days beginning with the date on which  
the notice is served the penalty charge will be reduced by 50 percent  
to £25.00

**DO NOT PAY THE CIVIL ENFORCEMENT OFFICER**

Detach here

**PAYMENT SLIP**

Detach here

PCN No: KL00519977  
Served on: 27/04/2019  
Vehicle Registration: [REDACTED]  
Location: West Street 1 SBS

The Penalty Charge is £50.00, or £25.00 if paid not later than the  
last day of the period of 14 days beginning with the date on which  
this PCN was served.

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

**FOR INSTRUCTIONS ON PAYMENT SEE OVERLEAF**

**DO NOT IGNORE THIS NOTICE**

If the penalty charge is paid not later than the last day of the period of 14 days beginning with the date on which the notice is served, the penalty charge will be reduced by 50 percent. After this date you will be required to pay the full amount. It is your responsibility to ensure that your payment is received by the Council on time. Payments made online or by telephone are the most reliable ways of ensuring that your payment is received on time.

**HOW TO PAY**

Online - visit [www.swale.gov.uk/parking](http://www.swale.gov.uk/parking) where you can pay anytime. Phone - call our 24 hour payment line on 0330 088 1702

**OR**

Post – Cheques payable to Swale Borough Council. Use the return envelope carrier and payment slip provided. Swale Borough Council cannot be held responsible for any delay or delivery failures in the postal service. Do not send cash through the post.

**WHAT HAPPENS NEXT**

Challenges to Swale Borough Council will be considered prior to a Notice to Owner being served. Submit your challenge online at [www.swale.gov.uk/parking](http://www.swale.gov.uk/parking). Or in writing to Parking Services, P.O Box No 249, Maidstone, Kent, ME16 8BQ. All cases will be considered on their individual circumstances. If we receive your challenge not later than the last day of the period of 14 days beginning with the date on which the notice is served, progression of the charge will be put on hold pending a reply. If your challenge is rejected the Council will usually re-offer the 14 day discount period. **TELEPHONE CHALLENGES WILL NOT BE ACCEPTED.**

If the penalty charge is not paid 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 on the owner of the vehicle requesting payment of the penalty charge. The Notice to Owner will describe how the owner can make representation to the Council and if rejected how to appeal to an Independent Adjudicator. Further information on the appeals procedure can be found at [www.trafficpenaltytribunal.gov.uk](http://www.trafficpenaltytribunal.gov.uk)

Please note that the enforcement authority is Swale Borough Council save in respect of on street parking contraventions where the enforcement authority is Kent County Council. Enforcement procedures in respect of on street parking contraventions are administered on behalf of Kent County Council by Swale Borough Council. All correspondence in relation to any parking contraventions should be sent to Swale Borough Council.

**DATA PROTECTION**

Swale Borough Council controls the personal information about you that is contained in this document. If you have any queries you may contact SBC's Data Protection Officer by emailing [dataprotectionofficer@swale.gov.uk](mailto:dataprotectionofficer@swale.gov.uk) If you do not respond to this notice we may obtain from DVLA your name and address using your vehicle registration mark which may be passed to Enforcement Agents operating on behalf of the Council to enable us to enforce proceedings under the Traffic Management Act 2004, Part 6, Articles 78 and 78A.

You have the right to request access to, a copy of, and correction of your personal information. We will store your data for up to 6 years before disposing of it. Further information on SBC's Data Protection policies can be found at [www.swale.gov.uk](http://www.swale.gov.uk)

**PAYMENT SLIP**

Please complete the details below and return this slip with your payment if paying by post.

Name: .....

Address:.....

Postcode:.....

Receipts will not be issued