



Penalty Charge Notice London Local Authorities and Transport for London Act 2003

To: [REDACTED]

Liability for the penalty charge lies with you, the owner.

Date of this notice 02/08/2020

Penalty Charge Notice Number: [REDACTED]

Automated Payment Reference: [REDACTED]

Notice is hereby served to the owner of vehicle registration mark [REDACTED] in EUSTON RD / MABLEDON PL

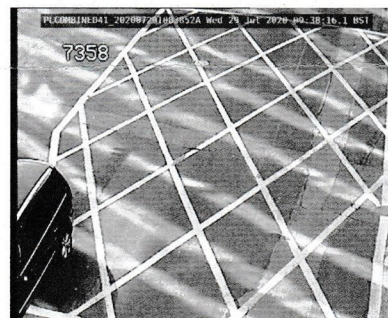
on 29/07/2020 at 09:38 hrs

In the circumstances given above Transport for London has reasonable cause to believe that the following contravention was being or had been committed.

Contravention code: 31

Contravention description: Entering and stopping in a box junction when prohibited

The alleged contravention at the time stated was captured by a camera and has been recorded and stored on digital storage media.



A penalty charge of £ 130.00 is payable before the end of the period of 28 days beginning with the date of this notice. If the penalty charge is paid before the end of the period of 14 days beginning with the date of this notice, the amount of the penalty charge will be reduced by 50%. If you fail to pay the penalty charge or make representations before the end of the period of 28 days beginning with the date of service of this notice, a Charge Certificate may be issued to you increasing the penalty charge payable to £195.00 (less any monies already received). Failure to pay the increased amount may result in a county court order against you and a warrant being issued to Enforcement Agents.



How to pay your Penalty Charge

To Pay by Credit or Debit Card

Internet

1. Visit tfl.gov.uk/redroutes & Click on Pay a Penalty Charge Notice.

This is the quickest and easiest way to pay and receive a receipt as your payment is immediately credited to the Penalty Charge Notice.

Contact Centre

1. Telephone 0343 222 3333.
2. Enter the Automated Payment Reference Number above.
3. Please wait for your receipt number to ensure that your payment has been successfully processed.

To Pay by Cheque or Postal Order

Post

1. Please ensure that your payment is posted in time.
2. Please use the Penalty Charge Cheque Payment Slip overleaf.

Service of this Notice

Under the Interpretation Act 1978 s.7, unless the contrary is proved, service is deemed to have been effected at the time when this Penalty Charge Notice would be delivered in the ordinary course of post.

Privacy Notice

Transport for London (TfL), its subsidiaries and service providers will use your personal information (including data captured by camera) for the purposes of customer services and administration, the enforcement of road user charging schemes, the provision of travel related information, research, fraud prevention and debt recovery. Your personal information will be properly safeguarded and processed in accordance with privacy and data protection legislation. Further information is available at www.tfl.gov.uk/privacy

We may share your information with, and receive information from, the Driver and Vehicle Licensing Agency, local authorities and other relevant organisations, to administer and enforce TfL's road user charging schemes (including verifying discount eligibility); prevent and detect crime, trace and recover unpaid debt and protect public funds. TfL may randomly select and monitor vehicles subject to a discount to identify possible fraudulent use. If you persistently fail to pay any road user charges due or attempt to defraud TfL, we may record your vehicle's movements to assist in tracing persistent evaders and those committing fraud.

In certain circumstances, TfL may also share your personal information with the police and other law enforcement agencies for the purposes of the prevention and detection of crime.

Penalty Charge Cheque Payment Slip



Penalty Charge Notice number



Vehicle registration mark



- Tear off this Penalty Charge Cheque Payment Slip.
- Attach your cheque or postal order payment to this slip.
- Ensure the cheque or postal order is made payable to **'Transport for London'**.
- Write the Penalty Charge Notice number on the reverse of the cheque or postal order.
- Post to Red Routes, PO Box 335, Darlington. DL1 9PU.

THE QUICKEST AND EASIEST WAY TO PAY IS VIA THE INTERNET

To make a representation against the penalty charge

Listed below are the formal grounds on which you may make a representation as laid down under the Road Traffic Act 1991, London Local Authority and Transport for London Act 2003.

If none of these grounds are applicable you may still make a representation. Representations must be made in writing. Where appropriate please provide evidence to support your representation. If you do not provide the relevant information, it may not be possible to consider your representation.

Written representations can be made online via our website tfl.gov.uk/redroutes and following the link 'Make a Representation' where you can add copies of any evidence or alternatively sending it by post to Red Routes, PO Box 335, Darlington. DL1 9PU.

Your representation may be disregarded if it is received more than 28 days after service of this notice.

On receipt of your representation, TfL will consider it and all the relevant evidence. Any relevant penalty charge(s) will be placed on hold and will not progress until a decision has been made. If your representation is accepted, your penalty charge will be cancelled. If your representation is rejected you may appeal to an independent adjudicator before the end of the period of 28 days beginning with the date of service of the notice of rejection (unless the adjudicator allows more time). Please remember to complete all sections of the representation form and enclose any supporting evidence.

Grounds for representations (please tick appropriate boxes)

- I was not the owner of the vehicle at the time or never was the owner of the vehicle in question** – if you sold the vehicle before the date of the contravention or bought it after the date, you must tell us the name and address of the person who bought it from you or sold it to you, if you know it, and please supply whatever evidence of the sale you may have (e.g. a sales receipt).

Name

Address

Postcode

Buyer / Seller Date bought/sold/notified DVLA

(Cross out where not applicable)

If you have not notified the DVLA that you no longer have the vehicle, you should write to Central Casework Group, Sensitive Casework, D5, DVLA, Swansea, SA99 1ZZ, providing the date of sale and the name and address of the person who bought the vehicle.

- There was no contravention of a prescribed order or failure to comply with an indication given by a sign** – please explain why you think there was no contravention i.e. why there was no failure to drive the vehicle in the way shown on the sign.
- The vehicle was being used without your consent at the time of the contravention** – if the vehicle had been stolen or used without your consent, please provide details such as the police crime reference or insurance claim.
- We are a hire firm and the person hiring the vehicle had signed a statement accepting liability of any penalty charge notice** – please supply a copy of the signed hire agreement (statement of liability) including the name and address of hirer.
- The penalty charge exceeded the amount applicable in the circumstances of the case** – if you think you are being asked to pay more than you should legally pay.

Important Information. Please read.

This leaflet aims to help you understand what action you need to take once you have received a Penalty Charge Notice (PCN) - to either to pay it, or challenge it by making a written representation.

Please do not ignore the PCN

We have sent the PCN to you because our records show that:

- you are the registered keeper or owner of the vehicle or have been identified as the person who is liable for the penalty charge; and
- the vehicle was seen causing a moving contravention offence on the Transport for London Route Network (TLRN) (red route) when not allowed to do so.

Paying the PCN - If you pay the correct amount, no further action will be taken

Please remember:

If you pay the correct amount we will not take any further action. Please remember the following.

- You have 14 days from the date the notice is served to pay at the discounted amount. No further reminders will be sent. The date of posting is the date on the notice.
- If payment is received after the 14 days but before the end of 28 days (beginning with the date the notice was served) you must pay the PCN in full.

Payment can be made in the following ways:

- Online at tfl.gov.uk/redroutepayments this is the quickest and easiest option.
- By phoning the call centre on 0343 222 3333. We accept all major debit and credit cards.
- By post – Send a cheque or Postal Order to: **Red Routes, PO Box 335, Darlington, DL1 9PU**. Please write the PCN number(s) on the back of the cheque or postal order and enclose the payment slip from the bottom of the PCN. You must allow enough time for us to receive your payment within the time limit.



If you pay less than the amount shown on the PCN (e.g. £10) or if we receive payment after the Penalty Charge has increased, we will take it as part payment and you will still have to pay the outstanding amount. We will send you a letter telling you this.

If you fail to pay we may have to instruct Enforcement Agents and this may result in your goods being seized.

Challenging the PCN

If you have received a PCN and you disagree with it, you may be able to challenge it. The first stage of this process is called a representation. You can get more information on challenging the PCN over the page or online at tfl.gov.uk/redroutes where you can also make your representation by following the link to 'Challenge a Penalty Charge Notice' or by writing to the address provided on the PCN.

Useful information

Whilst you have a right of representation, we have identified some common questions asked and have created an information library on our website at tfl.gov.uk/corporate/publications-and-reports/red-routes. We would advise you to have a look at the library before making your representation.

How can I challenge the PCN?

You can challenge the PCN by making a representation in writing. You can do this online. Just making a phone call will not get the PCN cancelled. You have 28 days to make a representation beginning on the date the PCN is served. If you make a representation after 28 days, you will need to explain the reasons why it is late. If you believe you have a valid reason, such as you were away or ill, please provide proof. If you have just forgotten, we do not have to consider your representation.

Who can challenge the PCN?

It is normally only the person the PCN has been issued to who can make a representation. Do not pass the PCN to someone else such as the driver or new owner to write in. If we have sent the PCN to a company and you are asked to deal with it, please explain your authority to do so.

What can I say in my representation?

There are five official grounds (reasons) for making a representation. These are shown on the back of the PCN. However, you may also explain any other circumstances not covered by these grounds. We will carefully consider these. This can include 'mitigating' circumstances as to why you should not have to pay the penalty charge. **With your representation please provide any supporting evidence such as photo's, documents, statements or vehicle details if relevant and fully explain the circumstances for making the representation. You can get more information through our website at tfl.gov.uk/redroutes.**

The following are examples of why you may make a representation.

I was not the owner of the vehicle at the time of the offence - If you sold the vehicle before the date of the offence, or bought it after that date, please tell us the full name and address of the person who bought it from you or sold it to you. Please provide details such as a sales receipt, updated DVLA document or an invoice.

Note: Under the London Local Authorities and Transport for London Act 2003, it is the owner, not the driver, who is normally responsible for paying the penalty charge.

I didn't stop in the yellow box junction - You should explain why you think you did not commit an offence. We will check the CCTV footage to see if any part of your vehicle is in the yellow box and if you were stationary.

The vehicle was on hire from a hire firm – you should provide a copy of the signed hire agreement.

I was forced to stop in the yellow box junction due to an emergency vehicle - We will check the CCTV footage to see if there is any evidence to support your statement.

There was no contravention – you should fully explain why you do think the contravention did not occur. We will consider what you say, and check any footage and other images to validate the PCN, presence of road markings and relevant signs.

Useful information

If we issued the Penalty Charge Notice because you used a yellow box junction incorrectly, you can find out how to use it properly by visiting our website at tfl.gov.uk/redroutes.

There are short videos on our website which help explain the rules behind yellow box junctions. You can watch them at tfl.gov.uk/campaign/road-tips

What will TfL do?

When we receive your representation we will put the PCN on hold. We will consider all the circumstances and fully investigate what you say. We will tell you our decision in writing. Always read our response as we will often tell you how to avoid any further PCNs. If you haven't heard from us after 21 days, please call to check that we have received your representation. If we ask you to pay, we will explain why, explain any other options and tell you how you can pay.

Remember do not ignore any letters.

If you make a representation, always give as much supporting evidence as you can.

You can get more information from our website at tfl.gov.uk/redroutes