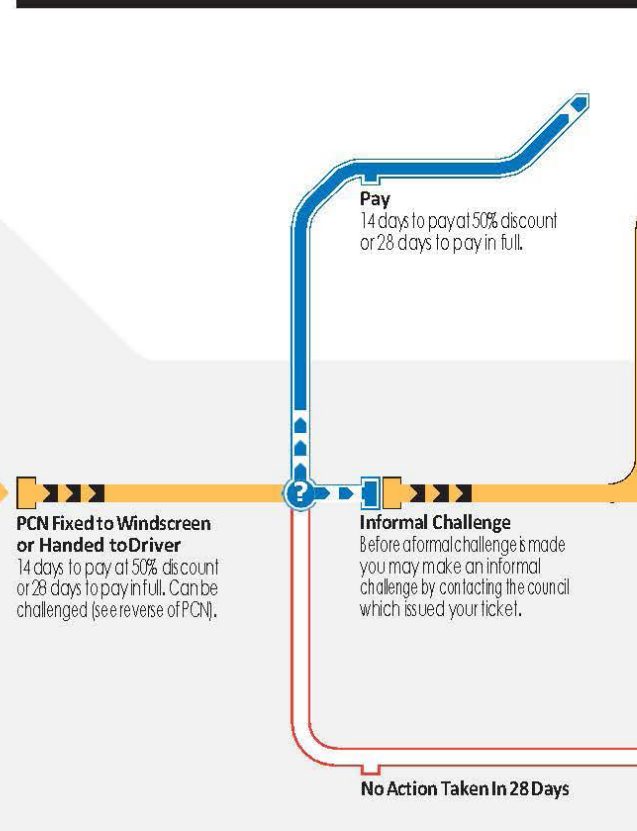
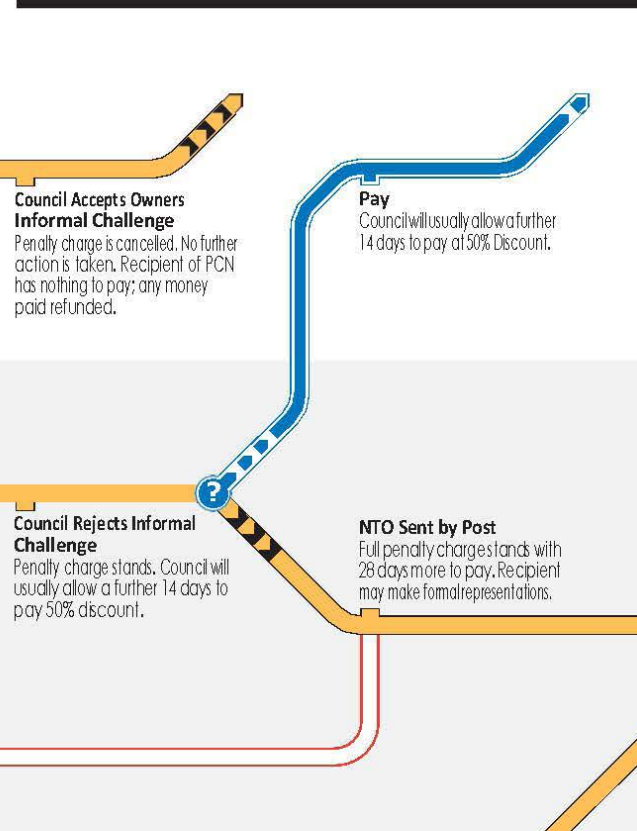


The Parking Penalty Enforcement Process

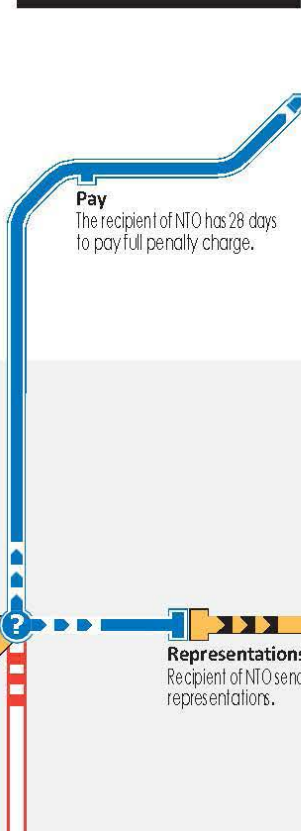
Step 1



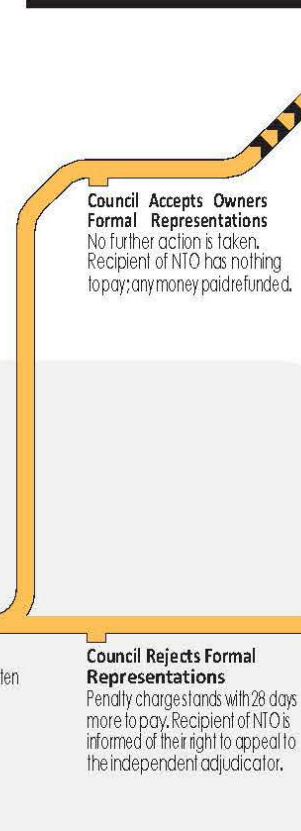
Step 2



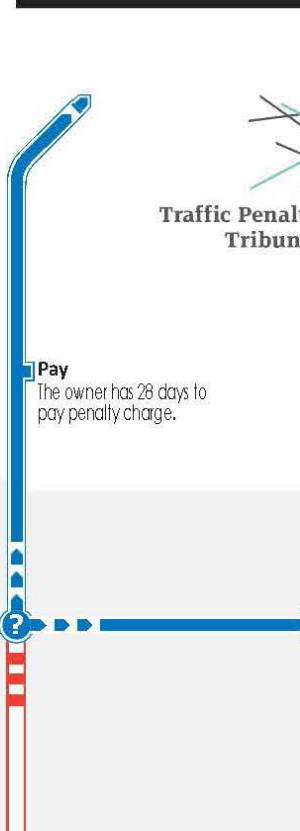
Step 3



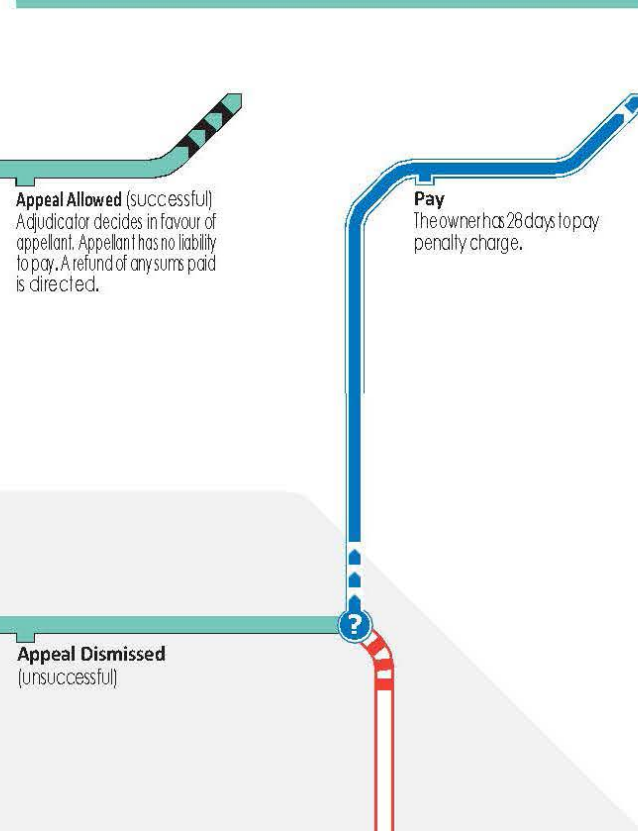
Step 4



Step 5



Step 6



Key of Symbols

Action taken by council

Action required to be undertaken by registered vehicle owner

No action taken by registered vehicle owner

No action taken by registered vehicle owner when action is required

Steps 1-4

Correspondence with council

Steps 5 and 6

Correspondence with Traffic Penalty Tribunal

Glossary of Terms

PCN
Penalty Charge Notice

NTO
Notice to Owner

PCN Sent by Post
14 days to pay at 50% discount or 28 days to pay in full. Can be challenged (see your PCN).

Bus Lane PCN Sent by Post
14 days to pay at 50% discount or 28 days to pay in full. Can be challenged (see your PCN).

Ignore
If there is no payment received or representations made within 28 days, the council will issue a Charge Certificate. The penalty will increase by 50%.

County Court
If the Charge Certificate is not paid within 14 days the council will pursue the debt through the county court.

Ignore
If there is no payment received or appeal made within 28 days, the council will issue a Charge Certificate. The penalty will increase by 50%.

County Court
If the Charge Certificate is not paid within 14 days the council will pursue the debt through the county court.

Ignore
If there is no payment received within 28 days, the council will issue a Charge Certificate. The penalty will increase by 50%.

County Court
If the Charge Certificate is not paid within 14 days the council will pursue the debt through the county court.