

## PENALTY CHARGE

Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2005

TO:

Date of Detection:

Vehicle Registration Number:

Penalty Charge Number:

Date of this Notice:

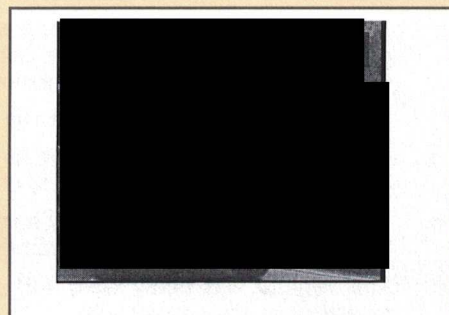
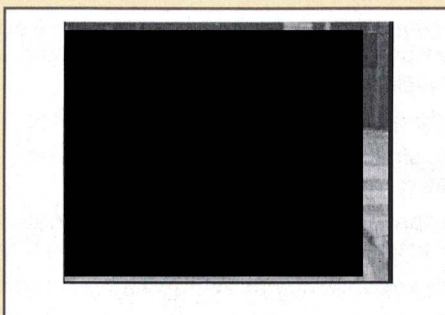
### DO NOT IGNORE THIS NOTICE

Bury Council believes that a Penalty Charge is payable with respect to the above vehicle, for the following alleged contravention:

**Being in a Bus Lane during the hours of operation** (as defined in S.144(5) Transport Act 2000).

The vehicle was seen in (Place) **BURY OLD ROAD**

at [REDACTED] on [REDACTED] the alleged contravention was noted at the time by Camera Operator **108** who was observing real time pictures from the roadside camera at the time stated above. This alleged contravention is supported by video evidence.



You must either pay the Penalty Charge or make representations to the Council by [REDACTED]

Pay the Penalty Charge of £60 by [REDACTED]

IF PAYMENT OF THE PENALTY CHARGE IS RECEIVED BY THE COUNCIL WITHIN 14 DAYS OF THE SERVICE OF THIS NOTICE A REDUCED AMOUNT OF £30 IS PAYABLE.

Or, if you believe you have valid reasons, you can make representations against paying the Penalty Charge. The Grounds on which you can make representations are set out overleaf. Any representations made outside this 28 day period may be disregarded by the Council.

IF YOU DO NEITHER OF THESE THINGS WITHIN 28 DAYS FROM THE DATE OF SERVICE OF THIS NOTICE, THE COUNCIL WILL SERVE A CHARGE CERTIFICATE INCREASING THE PENALTY BY 50% TO £90. AT THAT STAGE IT WOULD BE TOO LATE TO MAKE REPRESENTATIONS.

## PAYMENT SLIP

PENALTY CHARGE  
NUMBER:

DATE OF NOTICE:

VEHICLE  
REGISTRATION NUMBER:

## RETURN ADDRESS

TO: Parking Services Department  
Bury Council  
PO Box 595  
Bury  
BL8 9LQ

Please debit my MasterCard/Visa/Switch/Delta Card (Delete as appropriate)

Card Number

Amount £

Issue Date  Expiry Date

Issue Number  Name of Cardholder

Cardholders Address

Postcode

Signature of Cardholder

If payment is made by post please detach this slip, complete the details above and return it with your payment to the address shown.  
☐ If you require a receipt please tick the box. A stamped SAE must be enclosed.



## HOW TO PAY

**Debit/Credit Cards** are accepted by telephone: 0844 870 5545 or alternatively complete the authorisation slip overleaf and return to the address shown.

**By Post:** Cheques & postal orders payable to **Bury Council** and write the Penalty Charge number shown overleaf on the reverse and attach to the payment slip. All postal payments must be sent to: Bury Council, Parking Services Department, Bury Council, PO Box 595, Bury BL8 9LQ.

**Internet:** You can pay the amount due online using your Debit/Credit Card at [www.Burypayments.co.uk](http://www.Burypayments.co.uk)

**In Person:** You can pay at The Town Hall, Knowsley Street, Bury BL9 0SW. 09:00 - 4:00pm Monday to Friday.

## HOW TO MAKE REPRESENTATIONS

You can make representations on any of the grounds listed below. Please indicate on which grounds you wish to make representations and give details supporting your representations in the space provided below. The Council will also consider any mitigation you may cite in support of your representations. Your representation should be sent to Bury Council, Parking Services Department, Bury Council, PO Box 595, Bury BL8 9LQ. Email: [carparking@bury.gov.uk](mailto:carparking@bury.gov.uk) or visit [www.bury.gov.uk](http://www.bury.gov.uk).

After we have considered your representations we will write to you with our decision. If we accept your representations we will cancel the Penalty Charge. If we do not accept them you will have a further 28 days to either pay the Penalty Charge or appeal against our decision to the independent Bus Lane Adjudicator. We will tell you how to do this when we write to you.

- A The alleged contravention did not occur:** If you believe the contravention did not happen or you believe an exemption to the regulations applies, for example you were forced to drive into the bus lane for some reason, Quote this ground.
- B The circumstances leading to the issue of the PCN are subject to criminal proceedings:** You should use these grounds if the matter has been dealt with by the police or a Fixed Penalty Notice has been issued. Remember to include any supporting documentation with your representations.
- C I was not the owner of the vehicle at the time of the contravention:** If you sold the vehicle before the date of the contravention, or bought it after that date, you must tell us the name and address of the person who bought it from you, or sold it to you, together with the date of exchange. You should also supply whatever evidence of the sale you may have (such as a sales receipt etc.).
- D I was not the hirer of the vehicle at the time of the contravention:** If you have been elected by a car hire company as the hirer of a vehicle at the time of the contravention but you dispute this, you should use these grounds and supply any documentary evidence you have in your possession to support your assertion.
- E I was the registered keeper of the vehicle on the date of the contravention, however:**
- We are a hire company and the hirer had signed a statement accepting liability:** Please supply a copy of the signed agreement and supply the name and address of the hirer in the box below.
  - The vehicle was being kept by a vehicle trader:** If you were not the keeper at the time of the contravention as the vehicle was being kept by a vehicle trader you should complete the box below and enclose a copy of any documentary evidence you may have.
  - The vehicle was being used without my consent:** If the vehicle had been stolen please provide details of the police crime reference or insurance claim.
- F The Penalty Charge exceeded the amount applicable in the circumstances of the case:** Quote this below if you think you are being asked to pay more than you should legally pay.

You can request to view a recording of this alleged contravention or obtain still images from the recording. You should make this request in writing to **Bury Council, Parking Services Department, PO Box 595, Bury BL8 9LQ**. A date and time will be provided for you to view the footage.

## REPRESENTATION SLIP

Enter the Ground on which you are making representation   
**Other Representations**

### TICK RELEVANT BOX

I was not the owner/keeper of the vehicle when the PCN was issued because:

I had sold the vehicle before that date ☐

I had bought the vehicle after that date ☐

I never owned the vehicle ☐

**Name and Address of Buyer/Seller/Hirer**

Name

Address

Postcode

Date of Purchase/Sale

(Please continue on another sheet of paper if necessary)

I confirm the above information is correct to the best of my knowledge. I understand that making a false statement may result in prosecution and a possible fine of up to £5,000.00. Signed:  Date:

Position in company (If applicable):  Name (IN BLOCK CAPITALS)