

PARKING CHARGE NOTICE (PCN) HIRER NOTIFICATION (HN)



limited

Issue Date (posted): 03/01/2019

PCN Ref No: VC9

VRM (Reg. No.):

Vehicle Make:

Vehicle Model:

Contravention Date: 04/11/2018

Contravention Time: 20

Contravention Reason:

40) PARKED IN A DISABLED SPACE
WITHOUT CLEARLY DISPLAYING A VALID
DISABLED PERSONS BADGE.



Amount of Charge: £100.00

Payment details are on the reverse of this Notice

Site Name & Location: PRIVATE LAND

A Parking Contravention was documented and recorded at the Privately Operated Car Park/Site specified above for breaching the Terms and Conditions of parking and relevant details are specified above. The driver of the above vehicle is liable for the Parking Charge for which payment is now due. This charge relates to the **period of parking** (including remaining at the Car Park/Site) immediately preceding the Contravention Time specified in this Notice, the charge having been incurred for the reason stated and liability for the same having been brought to the attention of the driver by clear signage in and around the Site at the time of parking.

Data Processing: A Notice to Keeper has been served on the Registered Keeper of the vehicle who, in turn, has named you as the hirer at the time of the contravention. If you consider that such information has been used or obtained inappropriately you may complain to the Information Commissioner (www.ico.org.uk). Photographic evidence and data is held on file to support this claim in accordance with relevant Data Protection Legislation and is used for the sole purpose of pursuing settlement of this Parking Charge. Details of our **Privacy Notice** together with relevant contact details can be found on the reverse of this Notice.

Payment is now required in the sum of **£100.00** within 28 days of the Issue Date of this Notice, i.e. no later than **31/01/2019**.

However, if payment is received within 14 days of the Issue Date of this Notice, i.e. no later than **17/01/2019**, then a reduced amount of **£60.00 will be accepted as full and final settlement**.

The creditor is: Vehicle Control Services Limited.

Failure to make a payment within 28 days of the Issue Date of this Notice will result in the full charge of **£100.00** being applied plus additional costs incurred through debt recovery and/or court action. Where debt recovery action is taken, further charges may be incurred that will be added to the value of the PCN up to the value of an additional £60.00. Where Court action is taken, additional charges and interest may be incurred. Non-payment of a Court Order may adversely affect your credit rating and employability.

As the hirer of the vehicle, you are now invited to:

(i) Pay the unpaid Parking Charge (see section A on the reverse of this Notice);

OR

(ii) Provide us with the full name of the driver and a current address for service for the driver by following the instructions in section C on the reverse of this Notice AND pass this Notice on to the driver.

OR

(iii) If you deny you were the hirer, or you wish to appeal the Parking Charge, you will need to use our appeals procedure in section B on the reverse of this Notice AND provide relevant supporting evidence.

Important Note: If, after the period of 28 days beginning with the day after the Issue Date of this Notice, the amount of the unpaid Parking Charge specified in this Notice has not been paid in full, or an appropriate response has not been provided to (ii) or (iii) above, we may pursue you for any unpaid balance of the Parking Charge on the basis that it arose from a vehicle associated with your company. This Notice will be deemed to have been received by you on the second working day after the Issue Date stated above unless the contrary is proved.

PLEASE SEE THE REVERSE OF THIS NOTICE FOR MORE INFORMATION ON WHAT TO DO NEXT, INCLUDING HOW TO APPEAL.



Notice Reference No: VCS

Issue Date: 01/2019

VRM:

You have been issued with this Notice, **DO NOT IGNORE**. As appropriate (A) Pay the Charge (B) Appeal the Charge or (C) Notify us of the person responsible for this Charge. See below for further information.

A: How to pay your Charge

Payments can be made quickly, easily and securely using our 24 hour payment options below.

REMEMBER: If a discount payment amount has been offered you must make payment within 14 days of the Issue Date of this Notice.

Pay by Debit or Credit Card



Online



www.myparkingcharge.co.uk
or scan the QR code

Pay by Phone

To pay by phone via Debit/Credit Card call our 24 Hour payment line: **0845 226 9138**

C: Notify us of Driver / Hirer / Keeper Details

If you were not the driver, hirer or registered keeper of the vehicle at the date of the parking/stopping event, you can notify us of the relevant details of the person/company by visiting our online website at www.myparkingcharge.co.uk and completing the relevant section. You will need to do this as soon as possible but in any event no later than 28 days beginning with the Issue Date of this Notice.

B: Appeal your Charge

How to Appeal

Go to www.myparkingcharge.co.uk or by scanning the QR Code.

Appeals Process

Deadline

24/01/2019

Appeals or challenges against this Notice **may be made online** at www.myparkingcharge.co.uk and **must be** registered within **21 days** beginning with the day after the Issue Date of this Notice. However, if you wish to retain your option of a discounted payment (if stated on the front of this Notice), your appeal must be registered within **14 days**.

Late appeals will not be accepted unless there are exceptional mitigating circumstances AND at our discretion.

TIP: Ensure you have all relevant information available when you go online as you will need to upload this in support of your appeal.

If representations are being made on behalf of the driver/hirer/keeper they will only be accepted if a written statement is provided, signed by the driver/hirer/keeper confirming details of the person (full name and postal address) who is authorised to act on their behalf.

You should receive a decision within 28 days of making your appeal. Should we require longer and/or require you to provide further information, we shall contact you within the 28 day period and advise you accordingly.

In the event that your appeal is unsuccessful then we will provide you with the appropriate details to enable you to appeal to the Independent Appeals Service (IAS). The IAS (www.theIAS.org) provides an Alternative Dispute Resolution scheme for disputes of this type. We will engage with the IAS Standard Appeals Service providing you comply with our internal appeals procedure as detailed herein and that thereafter you lodge an appeal to the IAS within 21 days of the date of us declining your appeal.

IMPORTANT NOTE: Appeals cannot be discussed or accepted over the telephone.

Privacy Notice

Our **Data Protection Officer** can be contacted at: dataprotection@vehiclecontrol.co.uk
You can view our **Privacy Notice** at: www.vehiclecontrol.co.uk/policies/privacy-notice-manual



We are an Accredited Operator and a member of the International Parking Community (IPC) www.theIPC.info and operates in accordance with their Code of Practice.

COMPLAINTS: If you wish to challenge the validity of this PCN you **MUST** use the appeals procedure detailed above. If you wish to complain, you must do so to us in the first instance at the address below. If you are not satisfied with the response you receive, you may then complain to the IPC (further details can be found at www.theIPC.info).

Vehicle Control Services Limited
PO Box 4777
Sheffield
S9 9DJ.

GENERAL ENQUIRIES - (0114) 242 1111

Mon	08:00 - 18:00	Fri	08:00 - 17:30
Tue	08:00 - 18:00	Sat	09:00 - 17:00
Wed	08:00 - 18:00	Sun	CLOSED
Thu	08:00 - 18:00		

Data Protection

We are registered as a Data Controller with the Information Commissioner's Office.

Registration No. Z9662939

