



**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

**PCN number: BM76253985**

Served on: 29/10/11  
By Civil Enforcement Officer (CEO): BM869  
Who had reason to believe that the following contravention  
had occurred and that a penalty charge is now payable.

WAA(WARNING NOTICE NO PAYMENT REQUIRED)  
parked in a restricted street during prescribed hours

Date of contravention: 29/10/11  
Time: 19:20  
Location: Cornwall Street City Centre  
Vehicle Registration No: YF03MZJ  
Vehicle Make: PEUGEOT  
Vehicle Colour: SILVER  
Vehicle Tax Disc No:  
Vehicle Tax Expiry:  
Observed from: 19:20  
Observed To: 19:20  
Pay and Display Ticket No:  
Pay and Display Expiry Time:

A penalty charge of is now payable and must be  
paid not later than the last day of the period of 28  
days beginning with the date on which this  
PCN was served.

The penalty charge will be reduced by a discount of 50%  
to If it is paid not later than the last day of the  
period of 14 days beginning with the date on which  
this PCN was served.

**DO NOT PAY THE CIVIL ENFORCEMENT OFFICER**

SEE REVERSE FOR:  
How to Pay. What happens if no payment is made.  
How to Challenge this PCN.

Detach Here  
Detach here

**PAYMENT SLIP**

PCN No: BM76253985  
Served on: 29/10/11 At: 19:20  
Date of Contravention: 29/10/11  
Vehicle Registration Number: YF03MZJ  
Contravention:  
(WARNING NOTICE NO PAYMENT REQUIRED)  
parked in a restricted street during prescribed hours

Contravention Code: WAA

Call our 24hr payment line on 0845 260 2700 or see overleaf  
to pay by post

The Penalty Charge is or 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.



HOW TO PAY

- **By telephone** 0845 260 2700 (24 hours / 7 days a week).  
Credit / debit card payments - please have vehicle details and PCN number ready.
- **Pay online** [www.birmingham.gov.uk/PCN](http://www.birmingham.gov.uk/PCN) - please allow 24 hours from when the PCN was issued and have vehicle details, PCN number and debit or credit card details ready. Alternatively, if you wish to pay immediately, you can pay by telephone using Credit/Debit card, as shown above.
- **By post** using the payment slip below to: Birmingham City Council, Highways, PO Box 77, Birmingham B4 7WA. Please allow 2 working days for 1st class post and 5 days for 2nd class. Please make cheques payable to “Birmingham City Council (Highways)” and write the PCN number and vehicle registration number on the reverse.
- **In Person** at the Cashiers Office, 2nd Floor, Manor House, 40 Moat Lane, Birmingham B5 5BD Monday - Friday 08.45 - 16.15 hours.  
**Please do not send cash or make credit card payment by post.**

IF YOU BELIEVE THAT THE PENALTY SHOULD NOT BE PAID AND WISH TO CHALLENGE THIS PCN

- **Challenges - Online** to [www.birmingham.gov.uk/PCN](http://www.birmingham.gov.uk/PCN) - please allow 24 hours from when the PCN was issued and have vehicle details and PCN number ready.
- **Challenges By Post to Parking Enquiries, PO Box 15738, Birmingham B2 2QT**

If you are unable to use the above methods to contact us or have any other enquiry, please telephone 0121 675-2000 (Monday - Saturday 08.00 hours to 20.00 hours).  
Please quote the PCN number, the vehicle registration, your name and address in all contacts.  
Details of the Council’s policy and approach to challenges can be seen at the Council’s offices or website [www.birmingham.gov.uk/PCN](http://www.birmingham.gov.uk/PCN) - all cases will be considered on their individual circumstances. If you challenge this PCN within 14 days, beginning with the date on which this PCN was served as specified on the front of this notice, and the challenge is rejected the Council will make a decision as to whether to re-offer the 14 day discount period dependent on the circumstances of the individual case.

IF THE PENALTY CHARGE IS NOT PAID OR CHALLENGED

If the penalty charge is not paid on or 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 (NtO)** on the owner of the vehicle requiring payment of the penalty charge. The owner can then make **representations** to the Council and may appeal to an independent adjudicator if those representations are rejected. The NtO will contain instructions for doing this.  
**Representations should be sent to Birmingham City Council, Parking Section, Processing, Highways, PO Box 14438, Birmingham B2 2JD**  
(The Council’s website [www.birmingham.gov.uk/PCN](http://www.birmingham.gov.uk/PCN) provides further information and telephone contact details).  
You can make an informal challenge to the Penalty Charge Notice before a Notice to Owner is served (details shown above) and this will be considered by the Council. If you challenge this PCN but the Council issues an NtO anyway, the owner must follow the instructions on the NtO with regards to making formal challenge (representations).  
*Further information about Civil Parking Enforcement (including PCNs and NtOs) is available online at [www.patrol-uk.info](http://www.patrol-uk.info) or in a leaflet from the Council.*

Please complete your details before returning this slip with your payment.

Name: Mr / Mrs / Ms

Address:

Post Code:

Make cheques or postal orders payable to Birmingham City Council (Highways) and write the PCN number on the reverse

If you would like a receipt, please enclose a stamped, addressed envelope.

**Data Protection Statement**  
We must protect the public funds we handle and we therefore may use information you provide to prevent and detect fraud. We may also share this information for the same purposes with other organizations which handle public funds and also for the purpose of recovery of the Penalty Charge together with any associated costs.