

**NCC-037732-19 PCN representation responses-templated info**

Dear Requester,

Further to your request for information under the freedom of information act, please find attached copies of the templates/ wording or templated paragraphs as requested. We have only been able to provide responses to representations for parking and bus lane contraventions (we do not deal with moving contraventions);

- Notice of Acceptance – Parking – Not the owner of the vehicle – no evidence provided
- Notice of Acceptance – Parking – General
- Notice of Acceptance – Parking – Hire Vehicle
- Notice of Acceptance – Parking – Not the owner of the vehicle
- Notice of Rejection – Parking – Regulation 10 PCN (postal)
- Notice of Rejection – Parking – General
- Notice of Rejection – Bus Lane CCTV – General
- Notice of Acceptance – Bus Lane CCTV – Hire Vehicle
- Notice of Acceptance – Bus Lane CCTV – Not the owner of the vehicle

We trust this now resolves your enquiry, however should you have any further queries please do not hesitate to contact us again.

Nottinghamshire County Council regularly publishes previous FOIR,s and answers on its website, under Disclosure logs. (see link)

<http://site.nottinghamshire.gov.uk/thecouncil/democracy/freedom-of-information/disclosure-log/>

You can use the search facility using keywords.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to the Team Manager, Complaints and Information Team, County Hall, West Bridgford, Nottingham, NG2 7QP or email [complaints@nottscc.gov.uk](mailto:complaints@nottscc.gov.uk) .

Kind Regards

Nottinghamshire County Council  
Complaints and Information Team  
County Hall

Dear Sir or Madam,

I would like to ask the following:

1) Does the council have any templated letters, templated wording or templated paragraphs that can be used by council officials, when composing letters to either accept or reject representations made in respect of Penalty Charge Notices for parking, bus lane or moving traffic contraventions? This includes any templates that only provide the statutory information on how to pay or appeal, and within which council officers add rejection reasons specific to the circumstances of the case.

2) If the answer to question 1 is yes, I ask for a copy of all such templated letters or paragraphs.

Kind regards,