

«Corresp\_Title» «Corresp\_ForeName»  
«Corresp\_Surname»  
«Corresp\_Business\_Name»  
«Corresp\_Address\_Line\_1»  
«Corresp\_Address\_Line\_2»  
«Corresp\_Address\_Line\_3»  
«Corresp\_Address\_Line\_4»  
«Corresp\_Town»

Central Processing Unit  
PO Box 10282  
Sutton-in-Ashfield  
Nottinghamshire  
NG17 0DX

[www.nottinghamshire.gov.uk/buslaneenforcement](http://www.nottinghamshire.gov.uk/buslaneenforcement)

«Notice\_Enforcement\_Authority»  
**NOTICE OF REJECTION OF REPRESENTATION**

Transport Act 2000. Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England)  
Regulations 2005

Date of this Notice : «Printed_Date»	
To:	«Corresp_Title» «Corresp_ForeName» «Corresp_Surname» «Corresp_Business_Name» «Corresp_Address_Line_1» «Corresp_Address_Line_2» «Corresp_Address_Line_3» «Corresp_Address_Line_4» «Corresp_Town» «Corresp_County» «Corresp_Post_Code»
Vehicle Registration Number:	«Notice_VRM»
PCN NUMBER «Notice_Number»	Served on: «Notice_Issue_Date»
<b>CONTRAVENTION</b>	
<i>Being in a Bus Lane (code 34J)</i>	
Location: «Notice_Issue_Location», «Notice_Area_Name»	
Date of Contravention: «Notice_Contra-vention_Date»	Time «Notice_Contravention_Time».

The representation that you made in respect of the Penalty Charge Notice dated «Corresp\_Last\_In\_Date» which was served on you in respect of the above bus lane contravention has been considered by the «Notice\_Enforcement\_Authority» and has been rejected for the following reasons.

Insert Paragraph

### Data Protection Statement

Personal data has been collected in order to serve this Penalty Charge Notice and enforce the parking restrictions. As the Local Authority shown overleaf believes that a contravention has occurred, data may be collected, processed, shared and retained in order to carry out the performance of a public task and fulfil our legal obligations. Data is shared with the joint controller, Nottinghamshire County Council, using the Central Processing Unit, P.O Box 10282, Nottingham, NG17 0DX.

In relation to the personal data which we may hold about you, you have the right to have access, rectify or object to incorrect information. Under Data Protection law we must verify your identity and explain to you our reasons if we do not agree to carry out your request.

For further information on how we process data, in the first instance please write to;

Central Processing Unit, P.O Box 10282, Nottingham, NG17 0DX.

Email: [parking.enforcement@nottscc.gov.uk](mailto:parking.enforcement@nottscc.gov.uk)

Tel: 03455 201357

You also have the right to complain to the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

### What Happens Next

To date we have received £«Notice\_Net\_Paid». **The amount currently due to close the case is £«Notice\_Outstanding\_Account».** This must be paid before the end of 14 days beginning with the date of service of this Notice. If you do not pay the discounted amount within the 14 days the full amount of £«Notice\_Original\_Penalty» will become payable. If the Penalty Charge Notice remains unpaid at the end of 28 days beginning with the date of service of this Notice Nottinghamshire County Council may serve a Charge Certificate on you (see below).

You must now decide whether to **PAY** the penalty charge or whether to **APPEAL**.

**NOTE:** If you do not appeal and do not pay the penalty charge within the period 28 days beginning with the date of service of this Notice, Nottinghamshire County Council may serve a Charge Certificate on you increasing the penalty by 50% to £«Notice\_Surcharge\_Penalty».

If the Penalty Charge remains unpaid no fewer than fourteen days after the service of a Charge Certificate, the enforcement authority will register the debt with the Traffic Enforcement Centre (TEC) at the County Court to recover the charge as if it were a debt payable under a County Court Order.

The registration of debt is an automated process and there is no right of personal representation during this process. When the debt is registered at the County Court against you a warrant may subsequently be issued for the recovery of the debt by Enforcement Agents. You will also become liable for Court and bailiff fees.

**HOW TO PAY**

- **By telephone Credit / debit card payments only. Automated payment line 0333 121 4311 (24 hours/ 7 days a week). Please have your card, vehicle details and PCN number ready.**
- **Online at [www.nottinghamshire.gov.uk/buslaneenforcement](http://www.nottinghamshire.gov.uk/buslaneenforcement) Follow links from online payments**
- **By post quoting the PCN No on the reverse side of the cheque and posting to: PO Box 10282, Nottingham NG17 0DX. Allow 2 working days for 1st class post and 5 for 2nd class. Do not send cash through the post.**

**PAYMENT SLIP**

**Notice of rejection payment slip – Cheques/postal Order payable to : “Nottinghamshire County Council”**

Return Address:  
Central Processing Unit  
P O Box 10282  
Nottingham  
NG17 0DX

PCN Number

«*Notice\_Number*»

Vehicle Registration

«*Notice\_VRM*»

**\*Please complete**

**Attached Cheque/Postal order total**

**\*£**

**\*Sign**

**\*Date:**

**Please note post-dated cheques will not be accepted.**

**DO NOT SEND CASH THROUGH THE POST.**

## HOW TO APPEAL

If you disagree with the council's decision you can appeal to the independent adjudicator at the **Traffic Penalty Tribunal**. The adjudicators are independent of the council and their decision is final.

You can appeal now by visiting the tribunal's website: [www.trafficpenaltytribunal.gov.uk/appeal](http://www.trafficpenaltytribunal.gov.uk/appeal)

The website explains what the adjudicator can consider and how to appeal. There is no charge for appealing and costs are not normally awarded. The website gives full details. **You will need the information in the box below to hand when you begin your appeal.**

Notice of Rejection date: «**Printed\_Date**»

PCN number(s): «**Notice\_Number**»

Vehicle Registration Mark: «**Notice\_VRM**»

Online Code: «**Notice\_NPAS\_WebCode**»

**You should appeal within 28 days of delivery of this Notice of Rejection (usually 2 working days after the 'Notice of Rejection' date above – our website explains this)**

If you are unable to appeal online you may request a paper form from the Traffic Penalty Tribunal by calling **01625 44 55 99** and leaving your name, address, telephone number, vehicle registration mark and penalty charge notice number.

