

Car parking fines



WARRINGTON
Borough Council

Stage 1 - Challenge

- If an informal appeal is not received within 14 days you will no longer be eligible for the 50% reduction of the total charge and the full charge will apply.
- If your informal challenge is accepted we will cancel the ticket, depending on how you appealed we will confirm via email or letter
- If your informal challenge is rejected you will have a further 14 days to pay the reduced amount. However if we receive your challenge after 14 days you will be charged the full amount
- If your payment is not received after 28 days, we will send the registered owner of the vehicle a Notice to Owner (NtO) letter...

Stage 2 - 'Notice to Owner' letter

- A Notice to Owner (NtO) gives you a final chance to pay the fine
- If you have had your informal challenge rejected and you have received your NtO and feel you still have grounds to appeal then you can make a formal representation
- Send your completed and signed representations to: **Warrington Notice Processing, PO Box 229, Sheffield, S98 1PF**
- If your representation is successful, we will cancel the ticket
- Your representation must be made within 28 days
- If your representation is received after the 28 days it may be disregarded. If your representation is rejected we will send you a Notice of Rejection letter with a Traffic Penalty Tribunal (TPT) appeal form attached. At this point you may either pay the full charge or appeal to the TPT. The TPT is an independent organisation and will not charge you to appeal, visit the [Traffic Penalty Tribunal website](#)

Stage 3 - Charge Certificate

- If your representation is rejected or you do not pay the NtO within 28 days or appeal to the TPT during this time, we will issue a Charge Certificate. This will increase the fine by 50%
- You will no longer have a right to appeal at this stage
- If the Charge Certificate is **not paid** within 14 days we may register the debt through the county court. At this stage it is likely that you may have to pay further costs

Before you decide to challenge your parking ticket fine please ensure:

- That you are still within the 28 day window. If you are outside of this window we will not accept any challenge and you will be liable for the full charge.
- That you fully understand and are aware of the parking ticket appeals procedure.
- That you fully understand the implications if you lose the challenge:

- Challenge within 14 days of the **incident** and pay within 14 days of the **decision**: 50% off the amount on the original ticket or letter.
- Challenge within 14 days of the **incident** and pay **more than** 14 days after the **decision**: The full charge on the original ticket or letter.
- Challenge **more** than 14 days after the **incident**: The full charge on the original ticket or letter.

To appeal you will need your penalty charge reference number. You will find this on the parking ticket, or on letters from the council about the incident. The number will start with 'WI' and followed by eight digits.

If you are unable to email any supporting information you can send the supporting information to: **Warrington Notice Processing, PO Box 229, Sheffield, S98 1PF**

Please ensure you quote your penalty charge reference number.

Bus lane fines

Stage 1 - Representations

- To make a representation (appeal) you must complete a Representation form. A Representation form will be attached to your Bus Lane Penalty Charge Notice.
- Your representation must be made within 28 days.
- If your representation is received after the 28 days it may be disregarded.
- If your formal representation is accepted we will cancel the ticket, depending on how you appealed we will confirm via email or letter.
- If your formal representation is rejected, we will send you a Notice of Rejection letter with a Traffic Penalty Tribunal (TPT) appeal form attached. At this point you may either pay at the reduced/full charge if representations were made before/after 14 days of the Penalty Charge Notice being served or appeal to the TPT. The TPT is an independent organisation and will not charge you to appeal, visit the Traffic Penalty Tribunal website

Stage 2 - Charge Certificate

- If your representation is rejected and do not pay the fine within 28 days or appeal to TPT, we will issue a Charge Certificate. This will increase the fine by 50% over the full charge amount.
- You will no longer have a right to appeal at this stage
- If the Charge Certificate is not paid within 14 days we may register the debt through the county court. At this stage it is likely that you may have to pay further costs.