

Guide to Challenging a Penalty Charge Notice or Parking Fine

There are 3 stages when challenging a Penalty Charge Notice:

- Informal Challenge
- Formal Representation
- Traffic Penalty Tribunal Appeal

Informal Challenge - Before a Notice to Owner (NtO) is issued

If you have received a parking fine and wish to make a challenge, you should submit this online or in writing to explaining the reasons why you think the ticket should be cancelled, enclosing any evidence you wish to be taken into consideration.

We will investigate the points raised in your correspondence and will make a decision as to whether the parking fine is to be paid. We will notify you of our decision in writing.

If we receive your challenge within 14 days from the date of issue of the fine, you will be given a further opportunity to pay at the discounted payment rate if we do not accept your challenge.

Formal Representation - After a Notice to Owner (NtO) is issued

You may only make a formal representation against a parking fine once you have received a Notice to Owner. Your representation must be submitted online or by completing and returning the Notice to Owner **within 28 days**. The notice will tell you on which grounds formal representations may be made.

We will investigate your formal representation and will make a decision as to whether the parking fine is to be paid. We will notify you of our decision in writing. If we do not cancel the parking fine we will send you a Notice of Rejection along with information about a further appeal to the Independent Parking Adjudicator. The notice will state why we rejected your formal representation.

Traffic Penalty Tribunal Appeal – After a Notice of Rejection is issued

You may [appeal to an independent parking adjudicator](#) if you have received a Notice of Rejection from the council following a formal representation.