

Challenge Against the Issue of a Penalty Charge Notice

Please complete this form in BLOCK CAPITALS and black ink

If you receive a Penalty Charge Notice (PCN) you are required to pay a charge of £50 or £70 (depending on the severity of the contravention) within 28 days. This charge will be reduced by 50% to £25 or £35 if payment is received within 14 days from the date of issue of the PCN.

You may challenge the PCN in writing within 14 days of its issue. The 50% discount amount will stay at £25 or £35 while we consider your challenge. If your challenge is unsuccessful and the Council upholds the PCN, you will be given the opportunity to pay the discounted amount if this is received within 14 days of the date of our letter of reply.

Please provide any documentation supporting your challenge with this form, this will help us during our investigation.

To view the photographs taken at the time of the contravention, or to pay your PCN online, go to www.eastsussex.gov.uk/parking and choose 'Pay your parking ticket online'.

If you pay this PCN, the case will be closed and your challenge will not be considered.

Penalty Charge Notice number																			
Date of issue					Vehicle registration														
Name																			
Address																			
Postcode																			
Reason for challenge																			
Signature					Date														

What happens next:

Once we receive your query, the PCN will be put on hold. We will consider your challenge and write to you with our decision. We will provide a full response to your challenge following our investigations; this may take up to 20 working days.

Return to:

East Sussex County Council, The Parking Shop, PO Box 80, Lewes, BN7 2WU (tickets issued in both Eastbourne and Lewes).