

# PENALTY CHARGE NOTICE APPEAL FORM



If you wish to appeal against a Penalty Charge Notice issued to your vehicle, you must complete this form. We regret that we are unable to accept verbal or telephone appeals.

Completed appeal forms can be submitted in one of the following ways:

- by post to Plymouth City Council, Admail 3313, Plymouth PL9 7BF
- by email to [parking@plymouth.gov.uk](mailto:parking@plymouth.gov.uk)
- by hand at the Civic Centre reception (Monday to Friday, 8.30am to 5pm)

**While appeal forms can be submitted in person, reception staff are unable to provide any advice or opinion relating to an appeal or the appeal process.**

If you need further clarification of the appeal process, please contact the Penalty Charge Notice enquiry line on 0845 3000 600 and choose option 2. This line is open from Monday to Friday, 8.30am to 5pm and calls are charged at the local rate call charge.

Your Penalty Charge Notice(s) will be put on hold while we investigate your appeal and we will send a reply when our investigation is completed.

Our policy for handling Penalty Charge Notice appeals can be found at [www.plymouth.gov.uk/parking](http://www.plymouth.gov.uk/parking).

**Please use CAPITAL LETTERS when completing this form.**

Penalty Charge Notice number(s) \_\_\_\_\_

Vehicle registration number(s) \_\_\_\_\_

Full name including title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Email: \_\_\_\_\_

## DETAILS OF APPEAL

Please detail below the reason(s) for your appeal and attach a copy of any documentation you are relying on to support your appeal. We recommend that you take copies of any evidence that you send in case it gets lost in the post.

Signature \_\_\_\_\_ Date \_\_\_\_\_