

---

SCOTTISH STATUTORY INSTRUMENTS

---

**2016 No. 247**

**The Road Traffic (Parking Adjudicators)  
(Highland Council) Regulations 2016**

**PART II**

Procedure relating to Appeals

**Making an appeal**

- 3.**—(1) An appeal is to be made by a notice of appeal sent to the proper officer.
- (2) A notice of appeal—
- (a) must state the full name and address of the appellant;
  - (b) may specify some other address as being the address to which the appellant wishes documents to be sent to him or her in connection with the appeal;
  - (c) must state the date and reference number of the disputed decision; and
  - (d) may include any representations which the appellant desires to make in addition to the original representations.
- (3) If the appeal is made later than the time limit mentioned in section 72(1) or (as the case may be) paragraph 5(1) of schedule 6 of the Act, the notice of appeal must include a statement of the reasons on which the appellant relies for justifying the delay, and the adjudicator must treat any such statement of reasons as a request for extending that time limit.
- (4) The notice of appeal must be signed by the appellant or his or her authorised representative.