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SCOTTISH STATUTORY INSTRUMENTS

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**2016 No. 247**

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

**PART II**

Procedure relating to Appeals

**Action upon receipt of notice of appeal and copy**

**4.—(1)** Upon receiving a notice of appeal in accordance with regulation 3 the proper officer must—

- (a) send an acknowledgement of receipt to the appellant;
- (b) enter particulars of the appeal in the register; and
- (c) send to the parking authority a copy of the notice of appeal and any direction extending the time limit for appealing.

(2) Upon receiving a copy of the notice of appeal in accordance with paragraph (1)(c), the parking authority must within 21 days send to the proper officer a copy of—

- (a) the original representations;
- (b) the relevant penalty charge notice (if any) issued under section 66(1) of the Act; and
- (c) the notice served under section 71(6) or (as the case may be) paragraph 2(7) of schedule 6 of the Act.