
STATUTORY INSTRUMENTS

2001 No. 2313

**The Road User Charging (Enforcement and
Adjudication) (London) Regulations 2001**

PART IV

RECOVERY OF PENALTY CHARGES

Penalty charge notices

12.—(1) Where a charge with respect to a vehicle under a charging scheme has not been paid by the time by which it is required by the scheme to be paid, the charging authority may serve a notice (“a penalty charge notice”).

(2) A penalty charge notice shall be served on the registered keeper of the vehicle unless, in accordance with the Charges and Penalty Charges Regulations, the penalty charge to which it relates is payable by another person, in which case the penalty charge notice shall be served on that other person.

(3) A penalty charge notice must state—

- (a) the amount of the penalty charge to which it relates;
- (b) the date and time at which the charging authority claim that the vehicle was used or kept on a road in a charging area in circumstances in which, by virtue of a charging scheme, a charge was payable in respect of the vehicle;
- (c) the grounds on which the charging authority believe that the penalty charge is payable with respect to the vehicle;
- (d) that the penalty charge must be paid before the end of the period of 28 days beginning with the date of the notice;
- (e) if the charging scheme provides for the penalty charge to be reduced if it is paid by a specified time, the amount of the reduced charge and the last date for receipt of payment at the reduced level;
- (f) the address to which payment of the penalty charge must be sent;
- (g) that the person on whom the notice is served (“the recipient”) may be entitled to make representations under regulation 13; and
- (h) the effect of regulation 16.