

SCHEDULES

SCHEDULE 8

REMOVAL OF MOTOR VEHICLES AND RECOVERY OF PENALTY CHARGES

PART 3

RECOVERY OF PENALTY CHARGES

Penalty charge notices

5.—(1) Where a charge with respect to a motor vehicle under the statement of charges has not been paid by the time by which it is required by the statement of charges to be paid and, in those circumstances, the statement of charges provides for the payment of a penalty charge, TfL may serve a notice (“a penalty charge notice”).

(2) A penalty charge notice must be served on the registered keeper of the motor vehicle.

(3) A penalty charge notice must state—

- (a) the amount of the penalty charge to which it relates;
- (b) the grounds on which TfL believes that the penalty charge is payable with respect to the motor vehicle;
- (c) the time, in accordance with the statement of charges under which it is imposed, and the manner in which the penalty charge must be paid;
- (d) the amount of the reduced penalty charge if it is duly paid in the time specified in the statement of charges;
- (e) the amount of the increased penalty charge if—
 - (i) the penalty charge is not paid; or
 - (ii) no representations are made under paragraph 6, before the end of the relevant period as defined by paragraph 10(3)(a);
- (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 paragraph 10; and
- (h) the effect of paragraph 9.