

Penalty Charge Notice (PCN)

Challenge Form

Council Offices
Woodgreen
Witney
Oxfordshire
OX28 1NB

Tel: 01993 861000
parking@westoxon.gov.uk
www.westoxon.gov.uk



Please complete the form below and either return it to reception or email/post to the address above. The case will be put on hold whilst we investigate the circumstances and a reply will be sent within 10 working days.

- All challenges must be made in writing, verbal or telephone challenges will not be accepted.
- Please complete this form in BLOCK CAPITALS.

Penalty Charge Information			
Penalty Charge Notice number:			
Date of issue:		Vehicle Reg No:	
Where were you parked when issued with the PCN:			
Contact details			
Your full name	(Title)		
Your full address			
Postcode			

Please note that the registered keeper of the vehicle is liable for the charge, even if they were not the driver of the vehicle on the date of the contravention. The keeper cannot transfer liability to the driver.

Any documentation on which you are replying to support your challenge should be attached to this form (e.g. evidence of loading/unloading, copies of permits Blue Badges etc.)

Please explain what happened and why you feel you should not have to pay the Penalty Charge (continue overleaf if necessary);

Signature:		Date:	

If you have completed this form within 14 days of the issue of the Penalty Charge Notice, and your challenge is rejected, you will be given a further 14 days from the date of our reply to pay at the discounted amount.