

How to challenge your Penalty Charge Notice On-line

Manage Your Penalty Charge Notice

You can use this facility to:

- View details and photographs of your PCN
- Make a challenge or representation against your PCN
- Make a payment for your PCN

Enter your:

Penalty charge notice (PCN) number:

Adur & Worthing Councils PCN numbers start with either "AD", "AX", "WU" or "UW", followed by 8 digits/letters (eg. AD12345678):

Enter your PCN number here

First, enter your Penalty Charge Notice number

Vehicle registration number:

Please enter without space (eg. AB01CDE)

XXX07XXX

Then enter your vehicle registration number

Fields marked with an asterisk (*) must be completed

Continue



Then click continue

View Your Penalty Charge Notice (PCN) If you wish to pay then click on 'make a payment'.

Make a Challenge Make a Payment



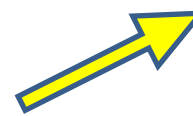
If you wish to challenge the issuing of the PCN then click on 'make a challenge'

PCN number:	WU12345678
Vehicle registration:	XX07XXX
Case Status:	PCN Issued - In Discount Period
Vehicle make:	VAUXHALL
Vehicle colour:	BLACK

Contravention:	Parked without clearly displaying a valid pay & display ticket or voucher
Location:	LIVERPOOL TERRACE
Issue Date:	28/07/2009
Time of first sight:	09:59 AM
Time of Issue:	10:04 AM
Destination of notice:	Attached to Windscreen
Outstanding amount:	£25.00



Click large image to view in new window



You can also view the images taken at the time of the contravention (where available)



Challenge Your Penalty Charge Notice (PCN)

If you would like to challenge this PCN please fill in the form below:

- Step 1: Enter your details and your challenge
- Step 2: Upload supplementary evidences (optional)
- Step 3: Confirm all information you provided and submit

Fields marked with an asterisk (*) must be completed

PCN number: WU12345678

Vehicle registration: XX07XXX

Title:

First Name:

Surname:

Telephone:

Email:

Address line 1:

Address line 2:

Town:

County:

Post code: - Post Code is not in a valid format

Please select your ground for challenge:

- If there is any reason why you consider the council should cancel the penalty charge notice please tick this box and set out those reasons in full in the box.

Please enter details of your challenge below (3000 characters max): -

Step 1 of 3

Back

Continue

Insert your details into the corresponding boxes, ensuring that all fields marked with an asterix (*) are completed.

Tick the box and then type in the grounds for your appeal.

Then click on continue

Upload Supplementary Evidences (Optional)

Please upload a maximum of 6 files. Only JPEG / JPG and BMP files of 1MB or less can be accepted.

Upload file 1:	<input type="text"/>	<input type="button" value="Browse.."/>	<input type="button" value="Upload All File(s)"/>
Upload file 2:	<input type="text"/>	<input type="button" value="Browse.."/>	
Upload file 3:	<input type="text"/>	<input type="button" value="Browse.."/>	
Upload file 4:	<input type="text"/>	<input type="button" value="Browse.."/>	
Upload file 5:	<input type="text"/>	<input type="button" value="Browse.."/>	
Upload file 6:	<input type="text"/>	<input type="button" value="Browse.."/>	

No documents uploaded

Step 2 of 3

This page is for uploading copies of supporting evidence, such as your Blue Badge or pay and display ticket, photos of any signs/lines at the time of the contravention.

First select browse and then locate the files you wish to upload. Once this appears in the upload window, select upload all failes.

Copies must be in JPEG/JPG or BMP format and a maximum file size of 1MB. You can upload up to 6 files.

Confirm your challenge details

Only one challenge can be made against each penalty charge notice at this stage. Please ensure that you check all details before submitting this form, as no further challenge will be accepted before we notify you of the outcome.

PCN number: WU12345678

Vehicle registration: XX07XXX

Title:

First Name:

Surname:

Telephone:

Email:

Address line 1:

Address line 2:

Town:

County:

Post code:

Grounds for challenge: If there is any reason why you consider the council should cancel the penalty charge notice please tick this box and set out those reasons in full in the box.

Description of challenge:

No documents uploaded

I confirm that the above information is correct to the best of my knowledge.
 I understand that making a false statement may result in prosecution and a possible fine of up to £5000.



Check that the details have been entered correctly and then click on the confirm information box.

Once you have confirmed the details are correct click on continue.

Your PCN challenge has been successfully received

Penalty charge notice (PCN)
number: WU12345678
Vehicle registration number: XX07XXX

What happens next

Once Worthing Borough and Adur District Councils have considered your individual circumstances you will be notified of their decision in writing, either by post or by email if an email address has been provided.

If you have any further queries please use your PCN number as a reference.

The process is now complete. If you have provided an e-mail address then a confirmation e-mail will be sent to this address.