

SCHEDULE 2 – Appendix 19

Charge Certificate Template

[Note that the template in this appendix was valid at the time of original publication but may subsequently have changed]



Charge Certificate The Road User Charging (Charges & Penalty Charges)(London) Regulations 2001 as amended, The Road User Charging (Enforcement & Adjudication)(London) Regulations 2001 as amended and The Greater London (Central Zone) Congestion Charging Order 2004 as varied.

To:

Issue date _____
Penalty Charge Notice number _____
 Automated payment reference _____

This Charge Certificate has been sent to you as the registered keeper/hirer of the following vehicle:
 Registration Number: _____
 Make: _____ Model: _____
 for the following contravention: the use of a vehicle on a road in the charging area to which a charging scheme applies without payment of the appropriate charge, at the time and location stated below:
 Contravention Location: _____
 Contravention Date: _____ Contravention Time: _____
 The contravention is supported by a number of evidential images.

If you do not pay, Transport for London (TfL) will register the outstanding balance as a debt at the County Court. A Warrant will then be issued to bailiffs to recover payment.

WARNING

As the registered keeper or hirer of the vehicle at the time of the above contravention you are responsible for the payment of this penalty charge. A Penalty Charge Notice was issued on _____ which gave you _____ days to pay the penalty charge of _____ or make a representation against it. To date you have paid _____, and as full payment has not been made within the prescribed period the penalty charge due has been increased to _____. Failure to make full payment of the outstanding balance due of _____ within _____ days of the serving of this notice will result in the registration of the debt at the County Court. If full payment has still not been received a Warrant will then be issued to bailiffs to recover the payments due. You would also become liable for any additional County Court and bailiff fees that may be applicable.

Penalty charge payment slip tear off section

Please complete the details below and sign as necessary.

Tick to indicate payment method: **Penalty Charge Notice number** _____

Switch/Solo Visa/Mastercard **Vehicle registration number** _____

By cheque/postal order **Automated payment reference** _____

I authorise/include payment of _____ - for a penalty charge paid within _____ days of this notice.

Card Number _____

Valid from (mmyy) _____ Expiry date (mmyy) _____ Switch issue number (if applicable) _____

Name on card (block capitals) _____

Signature _____ Date _____

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MAYOR OF LONDON

Data Protection Statement

Transport for London (TfL) and its agents will process your information for the operation of the congestion charging scheme. Processing will include the use of cameras to record data. Your information may be disclosed to, or requested from, the Driver and Vehicle Licensing Agency (DVLA), local authorities, law enforcement agencies and other organisations for the administration (including verification of discount entitlement) and enforcement of the scheme; the prevention and detection of crime and protection of public funds. TfL randomly selects and monitors vehicles subject to a discount to identify possible fraudulent use. If you persistently fail to pay congestion charges due or attempt to defraud the scheme, TfL may record your vehicle's movements and may disclose relevant details to local authorities and/or law enforcement agencies, to assist in tracing persistent evaders and those committing fraud.

How to pay your Penalty Charge

Please note: We do not accept American Express (Amex) and Diners cards.

To pay by the internet (using a credit/debit card)

You can pay via the internet, please visit www.cclondon.com/paypenalty and follow the links to pay the Penalty Charge Notice.

To pay via the call centre (using a credit/debit card)

Telephone the call centre 0845 900 1234, where you can use the automated telephone response system to pay the penalty charge. Listen to the options carefully and please have this Penalty Charge Notice and your credit/debit card available. You **MUST** wait until your payment is confirmed to you by the automated payment system.

Calls may be monitored or recorded for administration purposes.

Please note: You can also continue after the payment confirmation to request a receipt of payment by post.

To pay by post

Using the tear-off strip on the front of this notice please complete the required details to pay by credit/debit card, cheque or postal order. Cheques or postal orders should be made payable to 'Congestion Charging London' and crossed 'Account Payee'. Write the Penalty Charge Notice number on the reverse of your cheque. Do **NOT** send cash through the post. Please send your payment with the completed penalty charge payment slip to: **Congestion Charging, PO Box 2984, Coventry CV7 8YR.**