



Enforcement Operations Agreement

Schedule 2

Appendix 08 - Traffic Enforcement Centre (TEC) Code of Practice and Guidance

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Copies of the TEC Code of Practice and associated guides referenced and contained in Appendix 08 are the most current versions available at the date of issue of this Agreement. Any and all subsequent revisions to these documents will supersede the current versions contained in Appendix 08.

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Codes of Practice

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1. INTRODUCTION

- 1.1 The Road Traffic Act 1991 enables local authorities to enforce parking controls in their areas and to pursue unpaid penalty charges through the county court system. It therefore effectively decriminalises such 'offences'.

The London Authorities Act 1996 gives the local authorities in Greater London the power to issue fixed penalty charges for bus lane contraventions.

- 1.2 The Traffic Enforcement Centre was established under Order 48B r (1) (a) of the County Court Rules 1981¹, to put into effect procedures for dealing with work arising from the implementation of the Road Traffic Act 1991 (section) (78) and Schedule (6). Civil enforcement of traffic contraventions has been revised and extended in scope in London through London Local Authority Acts. The London Local Authorities Act of 1995 and 2000 widened the 1991 Act powers for civil enforcement of parking and waiting restrictions in London. Civil Enforcement of Bus Lanes by London authorities, on the basis of camera evidence of contraventions, was made possible by the London Local Authorities Act 1996. The Transport Act 2000 included powers to enable the appropriate national authority to make regulations to enable the civil enforcement of bus lanes generally across England and Wales. The London Local Authorities and Transport for London Act 2003 includes powers enabling the civil enforcement of certain moving traffic contraventions by London authorities. Other Acts include the Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002, and the Road Traffic (Vehicle Emissions) (Fixed Penalty) (Wales) regulations 2003. It is based at the County Court Bulk Centre and operates as apart of Northampton County Court.

The Traffic Enforcement Centre

- 1.3 The relationship between the TEC and the local authorities is set out in the following sections of this **Code of Practice**. In particular, the Code of Practice sets out:
- the procedures that will be followed at the TEC;
 - the way in which information must be transferred between the Local Authority and the TEC;
 - the level of service that TEC users can expect to receive.
- 1.4 The TEC operates highly streamlined procedures supported by a computer system. It aims to produce and despatch an authority to issue an order for the recovery of unpaid penalty charges or warrants of execution, as a result of requests received via communications links, floppy disk or electronic transfer, within 24 hours of receipt, where the

¹ Now Part 75 of the Civil Procedure Rules

request is received **before** 10 am. If received **after** 10 am, the processing of all requests will be dealt with within 48 hours.

Note: *The TEC cannot guarantee these targets in abnormal circumstances such as major hardware failure.*

1.5 The TEC computer system will follow the Department for Constitutional Affairs standards for hardware and software, and will use ORACLE Relational Database Management Software running under UNIX.

1.6 **Definitions**

In this document:

- **Applicant** is a Local Authority which has obtained the appropriate designation order(s) from The Secretary of State for Transport (in England) or The Secretary of State for Wales (in Wales);
- **Respondent** is a person who has received an order for the recovery of an unpaid penalty charge registered at the TEC;
- **TEC Manager** is the officer in charge of the TEC or another officer acting on his/her behalf.

Further definitions can be found in the glossary.

2. THE ROLE OF THE TRAFFIC ENFORCEMENT CENTRE (TEC)

2.1 Staff at the TEC will:

- authorise the preparation of an order for the recovery of unpaid penalty charges;
- authorise the local authority to reissue these orders where the original order has not been served;
- consider and process statutory declarations received from respondents;
- process revocation notices cancelling the notice to owner/enforcement notice/ penalty charge notice or charge certificate following acceptance of a statutory declaration;
- authorise the preparation of warrants of execution;
- transfer registrations to the respondent's local county court for other enforcement, as a result of Court Officers Order or N244 application;
- process correspondence received and answer telephone queries; and
- extend the time allowed for filing a statutory declaration upon receipt of a valid request from the respondent.

2.2 Staff at the TEC will not give any advice on any procedure other than the Court Registration process. Court staff are not legally trained.

If after 14 days from service of the Charge Certificate, the charge still remains unpaid, the Local Authority can apply to the County Court (TEC) to recover the unpaid charge, as if it were payable under a County Court order.

3. AUTHORITY TO REGISTER A PENALTY CHARGE WITH THE TEC

- 3.1 Any applicant wishing to make use of the TEC for the purposes of enforcing unpaid penalty charges under the Road Traffic Act 1991 and Enforcement of Road Traffic Debts (Amendment) Order 2001 (or other acts mentioned in 1.2) shall be a Local Authority or the Authority's solicitor.
- 3.2 The Local Authority must obtain permission from the TEC Manager before beginning to use TEC facilities.
- 3.3 The TEC shall restrict all requests for registration to the type of work allowed under Annex 1 of the TEC Code of Practice.
- 3.4 Each request for registration submitted by the Local Authority to the TEC shall contain the necessary party and registration details as set out in the guidelines at Annex 2.**
- 3.5 Before submitting requests for registrations or warrants of execution, the Local Authority shall submit 'test' data for processing by the TEC at least **six weeks** prior to the planned start date for live running. The Local Authority and the TEC Manager shall confirm the accuracy of the output produced from the test data as acceptable, before registration of live unpaid penalty charges may commence. **A sample copy of the Order for Recovery – PE2, Statutory Declaration – PE3 and Warrant of Execution – PE9 will need to be approved by the TEC before any live registrations can be processed.**
- 3.6 A timetable for receipt of data and projected volumes shall be agreed between the Local Authority and the TEC Manager once satisfactory 'test' data has been provided. The Local Authority shall liaise with the TEC Manager and agree a timetable or pattern for work to be submitted to the TEC. The timetable may need to be updated periodically.

4. TRANSFERRING INFORMATION TO THE TEC

Transferring information to the TEC

- 4.1 A Local Authority may forward registration and warrant of execution requests to the TEC in accordance with the timetable for receipt referred to at paragraphs 3.2, 3.5 and 3.6, by one of the following methods:
- data communications link through the ALG TEC;
 - floppy disk; or
 - electronic transfer.
- 4.2 If a Local Authority chooses to use a data communications link, it can forward the necessary information to the Association of London Government's Transport and Environment Committee (ALG TEC). The ALG TEC will transfer the data onto its system and transmit data files to the TEC (see sections 5 and 9).
- 4.3 Alternatively, the Local Authority may forward all requests direct to the TEC on floppy disk or via electronic transfer, accompanied by a global certificate and advice note (see sections 5 and 9).

General data input requirements

- 4.4 The penalty charge notice number, (including the suffix and the Local Authority identifier (see Annex 6A & 6B)), uniquely identifies the registration record on the TEC system. It must be quoted by the Local Authority on any written correspondence with the TEC, together with any other identifier, (such as the respondent's name or vehicle registration number), as a check to ensure that the correct registration is identified. Each registration number shall be used **once only**. Duplicate numbers will be rejected on input. **It will be the Local Authority's responsibility to ensure that all identifiers and numbering sequences are used correctly.**
- 4.5 All records in each file submitted (including headers and trailers) should be delimited either by a line feed character or by carriage return/line feed characters.
- 4.6 If a Local Authority submits more than one batch of registrations or enforcement at any one time (by whichever method), each batch shall contain the standard header and trailer records which relate to that individual batch (see Annexes 5A to 5E).

4.7 The TEC will reject any request that states the incorrect year.

4.8 More detail about data input requirements could be found at sections 5 and 9.

5. REGISTERING A PENALTY CHARGE

General requirements

- 5.1 All requests for registration and enforcement shall be directed to the TEC **for authorisation to issue**. Such requests shall be by one of the methods specified below, and shall follow the format as set out at Annexes 5A to 5E.
- 5.2 For the purposes of calculating whether the required time has elapsed since service of the charge certificate, the TEC will accept requests for registration if 15 days or more have elapsed since the date of service of the charge certificate.
- 5.3 A £5 fee shall accompany each request for registration received.
- 5.4 Rules of court require certain details to be certified for each registration. As it is considered impracticable to require individual certificates to be filed, a 'global' certificate, covering all items in a batch of requests, certifying:
- that 14 days have elapsed since service of the charge certificate(s) by the local authority;
 - that full payment has not been made;
 - confirming the amount of each registration;
 - that the respondent lives in England and Wales.

The certificate can be faxed to the TEC. Information received without a certificate will not be entered on the TEC system (see Annex 3).

- 5.5 All requests shall be included in batches. The number of registration requests per batch shall be restricted to 2000. **An authority shall submit only one batch of registrations** in one day. Larger batches can be submitted with prior approval, however if failures occur the TEC cannot guarantee that full investigations will be undertaken by the TEC's IT provider.
- 5.6 The Local Authority shall submit an advice note with each file sent via the data communications link, floppy disk or electronic transfer in accordance with Annex 5B and shall list all batches included. The advice note shall include the following information:
- authority identifier;
 - batch identifier;
 - total number of registrations;
 - production date;
 - total fees.

- 5.7 The advice note may be faxed or sent via email with the global certificate. Failure to produce an advice note may result in a delay in processing the data at the TEC.

Data communications link

- 5.8 The transmitted file of registration requests must be in prescribed format as specified at Annex 5C.

5.9 The file shall comprise:

- a file header at the start of the file and a file trailer at the end, identifying the Local Authority containing control information about the file;
- batch headers and trailers at the start and end of each batch, identifying the Local Authority owning the batch and containing control information about the batch; and
- request data for each of the penalty charges to be registered.

Further information can be found at Annexes 5A to 5E, 6A and 6B.

- 5.10 Where information is sent by data communications link, the ALG TEC shall fax a global certificate and advice note to the TEC, certifying that all Local Authority certificates for each batch within the file transmitted have been received.
- 5.11 The global certificate must be signed by an authorised officer of the issuing Local Authority and cannot be completed by the ALG TEC.
- 5.12 The ALG TEC shall submit a maximum of 12,000 registration records per link per day. Where more than 12,000 registrations are requested, the ALG TEC must obtain prior permission from the TEC Manager. The TEC Manager reserves the right to offer alternative registration dates.

Magnetic media

- 5.13 The Local Authority may also submit requests on magnetic media.
- 5.14 The magnetic media option supported by the TEC shall be limited to 3½" floppy disks in DOS readable format. The file of registration requests must be in the prescribed format as specified at Annex 5C.

5.15 The file shall comprise:

- a file header at the start of the file and a file trailer at the end, identifying the Local Authority and containing control information about the file;

- a batch header and trailer at the start and end of the batch (only one batch will usually be present), identifying the Local Authority, and containing control information about the batch; and
- request data for each of the penalty charges to be registered.

Further information can be found at Annexes 5A to 5E and 6A and 6B.

- 5.16 When data is removed from the disk it will be returned by the TEC to the Local Authority on the next business day.

Electronic Transfer

- 5.17 The Local Authority may also submit requests via electronic transfer.

The interface is accessible via a Windows 95, 98, XP or NT client and a RAS dialup link. On completion of testing, the local authority will be allocated a username and password to be used on a live system. This will allow the local authority to access the server for the upload of files, which firstly needs to be compressed or zipped. A unique directory is assigned to deposit files. Multiple files can be transmitted within a single zip archive (i.e. registration or warrants). The data file must be downloaded by 10am. Failure to send the data file with documentation will result in the data being processed the following business day. Files are automatically deleted after processing.

Please see the separate Electronic Transfer Information Pack on details of how to dialup, connect and deposit files onto your directory.

- 5.18 The format for the zipped file is **AA_0001.zip**. **AA** relates to the 2-character local authority identifier. **0001** relates to a notional sequence number starting from 0001 and incremented by one each day a zipped file is sent. This sequence number should not be confused with the media sequence numbers of the files contained within the Zip file. For example, the zipped file AA_0001.zip may contain data files RAA999YY and WAA999YY. The format of files and batches should follow the pattern as stated in Annexes 5A to 5E.
- 5.19 Electronic transferred files should be accompanied with an advice note which summarises the information contained in the batch. Also a global certificate which certifies the validity of the data. (See Annex 3). These must be faxed or sent via email to TEC and arrive no later than 9.30am. Failure to fax / email this documentation (with the data file) will result in the data being processed the following business day.
- 5.20 Once the files have been collected after processing they will automatically be deleted.

Validation

- 5.21 A sealed authority to issue an order to recover unpaid penalty charges shall be produced by the TEC for all valid registrations received (see Annexes 7A and 7B), and will be processed and faxed to the Local Authority within two working days of **receipt** (see also paragraph 1.4).
- 5.22 The Local Authority's registration shall be validated by the TEC to ensure that:
- all the necessary information has been provided;
 - all the validation rules have been obeyed;
 - the number used for each penalty charge is unique; and
 - suffixes are used strictly in ascending order.

See paragraph 4.4 for further information about penalty charge numbers.

- 5.23 Where validation errors exceed a maximum of nine per batch, the TEC shall return the data to the Local Authority with details of the errors found and confirmation that no registrations have been accepted (see examples at Annex 9). Errors in the format of the file will be referred to the originator (either at ALG TEC or Local Authority as appropriate). Where a batch of registrations has been rejected because of validation errors, notification of a) the balance of unused fees and b) non-registration, including the reason for return, will be forwarded to the Local Authority.

Where a batch of registrations or warrants fail, the Local Authority must not proceed to issue this data under any circumstances.

6. SERVICE OF ORDERS AND REISSUE

Service of orders for recovery of unpaid penalty charges

- 6.1 On receipt of the sealed authorisation certificate from the TEC for the recovery of an unpaid penalty charge, the Local Authority must within **seven days** produce an order for recovery (Annex 16 & 28) and form of statutory declaration (Annex 11A & 23). (Annex 11B should accompany these forms) and post them **first class**. An additional seven days is allowed for 'service' (i.e. postal delivery). The TEC will therefore calculate the date of service to be fourteen days from the date of authorisation.

Note: The Local Authority may, with the agreement of the TEC Manager, incorporate a personalised payment stub into the registration order (and warrant of execution). The format shall be agreed in advance between the TEC and the Local Authority.

- 6.2 Where an order for the recovery of an unpaid penalty charge is made against more than one respondent, separate copies of the order **must** be served on each individual named on that order.
- 6.3 The respondent has 21 days from the date of service of the order to respond. In order to calculate whether an application for the extension of time is necessary or whether the statutory declaration is 'in time', the TEC will accept valid responses from a respondent received within 36 days of the date of authorisation. After this period, regardless of whether a warrant has or has not been authorised by the TEC, a respondent cannot file a Statutory Declaration. The respondent can instead make an application to file a Statutory Declaration 'Out of Time' and there is no time limit for making such an application. (See paragraph 7.7)
- 6.4 **The order for recovery informs the respondent that he "Must within 21 days (of the date shown on the postmark) either pay or file a statutory declaration" the Local Authority must ensure that when the order for recovery and statutory declaration are served to the respondent the postmark is clearly shown.**

Reissue of an order

- 6.5 Where the Post Office returns a 'dead' letter, (an unserved order) to the Local Authority and the Local Authority is content that the order was correctly posted to the respondent's last known address, then this is deemed as good service.

If the address is incomplete or inaccurate, the Local Authority may request reissue of the registration at a new address. This can be done by using the pro forma at Annex 20 and by providing a new address for service on the respondent where appropriate. In these instances the number on the order for the recovery of unpaid penalty charge will not change (i.e. the suffix will not be incremented).

The TEC will amend the date of registration and no fee will be charged. The Local Authority will be informed of the date of reissue, and the Local Authority must amend the date on the order before serving. Service of the amended order must comply with the rules set out at paragraph 6.1. **Until a respondent has been served, a warrant of execution or transfer out for enforcement cannot be requested.**

7. STATUTORY DECLARATIONS

- 7.1 A statutory declaration must be signed by the respondent in the presence of a commissioner for oaths, an officer of the county court appointed by the judge to take affidavits, or a justice of the peace and this witness must be clearly identified on the form. A ground must also be indicated (box ticked).

For London Borough Parking Offences (See Annex 21 & 22) the witness must provide a full postal address and only one ground can be indicated on the Statutory Declaration.

The grounds on which a statutory declaration can be filed are:

- the respondent did not receive the notice to owner / enforcement notice;
- the respondent made representations about the penalty charge to the Local Authority concerned within 28 days of service of the notice to owner, but did not receive a rejection notice; or
- the respondent appealed to the Parking / Traffic Adjudicator against the Local Authority's decision to reject his or her representation, within 28 days of service of the rejection notice, but had no response to the appeal.

For Congestion Charging the grounds on which a Statutory Declaration can be filed are:

- the respondent did not receive the penalty charge notice.
- the respondent made representations about the penalty charge to the Local Authority concerned within 28 days of service of the notice to owner, but did not receive a rejection notice; or
- the respondent appealed to the Parking / Traffic Adjudicator against the local authority's decision to reject his or her representation, within 28 days of service of the rejection notice, but had no response to the appeal.

For Vehicle Emissions the grounds on which a Statutory Declaration can be filed are:

- the respondent did not receive the fixed penalty notice.
- The respondent made a request for a variation of the fixed penalty to the authority pursuant to Regulation 19 of the Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002, but did not receive notification that the amount of the fixed penalty had been reduced or (as the case may be) that the respondents request had been refused nor of the amount that was payable.

The acceptance of a valid statutory declaration will always revoke a registration. Where an acceptable statutory declaration has been filed by a respondent, a copy will be forwarded to the applicant (see Annex 11A & 23) and a notice of revocation of registration (see Annexes 13A, 13B & 27) will be sent to both parties.

- 7.2 Where a valid statutory declaration is received, the registration will be revoked, even though there may be more than one respondent and a notice of revocation sent to all parties. Statutory declarations do not therefore have to be received from **all** respondents.
- 7.3 If a valid statutory declaration is filed by a second respondent against an unpaid penalty charge which has already been revoked, an order will be served on the second respondent only, stating this (Annex 15).
- 7.4 Once the TEC has issued a revocation order to the applicant and the respondent(s), the Local Authority will be expected to inform the respondent(s) what action it intends to take next or that it intends to take no further action.

Subsequent statutory declarations

- 7.5 The TEC will accept any statutory declaration filed on one or more of the statutory grounds (see paragraph 7.1) irrespective of what was stated on any previous statutory declaration filed by the same respondent.

Extending the Time to file a Statutory Declaration

- 7.6 The TEC will review applications to extend the time for filing a statutory declaration, provided the request is made within 36 days from the date of authorisation. The maximum extension period is one calendar month from the end of the 36-day period. A member of staff acting on the District Judge's delegated authority will deal with applications for extension of time.

Accepting an out of time statutory declaration

- 7.7 Once 36 days since registration have elapsed a respondent cannot file a statutory declaration. The respondent may make an application to file a Statutory Declaration 'Out of Time' (see Annex 29) and complete a Statutory Declaration form. These forms are sent out by the TEC and there is no time limit for making an application to file a statutory declaration 'out of time'.

Upon receipt of a completed application and statutory declaration form staff at TEC will check the documents for validity. The statutory declaration will be checked in the same way as if it were being filed in time. The checks include:

- that there is a correct signature and it has been filed by the named respondent;
- that it has been witnessed;
- that respondent has stated grounds for making the application outside the relevant period (21 days); and
- that a ground has been indicated on the statutory declaration

For London Borough Parking Offences (See Annex 21 & 22) the witness must provide a full postal address and only one ground can be indicated on the Statutory Declaration.

The application is logged onto the TEC system and a list containing all penalty charge numbers processed is then emailed / faxed to the Local Authority. A copy of the forms and all attached correspondence is posted to the Local Authority which then has 19 business days to respond indicating whether they are going to accept or oppose the application.

As soon as the Local Authority receives the email / fax from the TEC stating a late statutory declaration has been filed they must suspend any bailiff action on a case until a final order has been made, in compliance with part 8.1 of the Practice Direction that supports CPR Part 75.

- 7.8 If the Local Authority accepts the application it will be processed by the TEC as a normal statutory declaration. The registration will be revoked and the action will be passed back to the Local Authority.
- 7.9 If the Local Authority opposes the application within the 19-day period, then the TEC will refer the case without hearing to a court officer for a decision. If the Local Authority wishes to file a statement of case containing a statement of truth, affidavit or other such evidence, this must be received by the TEC at the same time as the notification to oppose the application.
- 7.10 A copy of the court officer's order together with the revocation (if the application is granted) or a rejection notice (if refused) will be sent to all parties. If a respondent's application is granted then the Local Authority should inform the bailiff of the withdrawal of the warrant forthwith. If the application is refused then the Local Authority can continue enforcing the warrant.
- 7.11 If a Local Authority makes no response to a respondent's application within the 19-day period then on the 20th day the statutory declaration will be accepted by the TEC.

The TEC cannot guarantee the 20th day target in abnormal circumstances.

N244 applications

Once the court officer order has been made, any party may apply to have the order set aside, varied or stayed. Such party should complete an N244 application form (Application Notice) within 14 days of the date of the court officer's order.

- 7.12 Upon receipt of the completed N244 form, the TEC will transfer the matter to the respondent's local court to be listed for a hearing. The TEC will notify the Local Authority of the court the case is transferred to via email / fax. Upon receipt of this notification, the Local Authority must immediately suspend enforcement action until the application is determined.
- 7.13 Where the district judge upholds the decision of the court officer to refuse the respondent's application to file a statutory declaration out of time or overrules the decision of the court officer to accept the statutory declaration out of time, the Local Authority may commence or recommence enforcement action thereafter. The existing warrant may still be enforced, unless expired.
- 7.14 Where the district judge upholds the decision of the court officer to accept the respondent's application to file a statutory declaration out of time or overrules the decision of the court officer to refuse the statutory declaration out of time, the TEC will process the original statutory declaration filed. The respondent is not required to submit new forms.

Unacceptable Statutory Declarations

7.15 A statutory declaration will be refused by the TEC if any of the following reasons apply:

- it has not been signed in the presence of a commissioner for oaths, an officer of the county court appointed by the judge to take affidavits, or a justice of the peace;
- it has not been filed on one of the valid grounds;
- the named respondent has not completed the statutory declaration; or
- the person completing the statutory declaration has not stated the form has been completed on behalf of the respondent company.

If the penalty charge is a London Borough parking offence, the TEC will also refuse the Statutory Declaration for the following reasons:

- it has been filed with more than one of the valid grounds indicated (Annex 25);
- if the witness has not provided a full postal address (Annex 26).

8. RE-REGISTERING A PENALTY CHARGE

- 8.1 If a registration has been revoked by the TEC because a valid statutory declaration has been filed, the Local Authority may issue a further registration for the same unpaid penalty charge at the TEC. However, the Local Authority must ensure that:
- no appeal is pending;
 - any response time allowed to a respondent for filing any documents or for payment has expired; and
 - the penalty charge remains unpaid.
- 8.2 A Local Authority registering an unpaid penalty charge for the second time should follow the procedure set out in section 5. However, the Local Authority must increment the numeric suffix by one to ensure that all unpaid penalty charge numbers remain unique (see Annex 6A). Each suffix must be sequentially numbered (with zero as the first suffix, followed by 1, etc.), and must be incremented each time the record is referred to the TEC for a further authorisation to be issued. If numbered incorrectly, the registration will be rejected on input. A further registration fee must be paid each time an unpaid penalty charge is re-registered.
- 8.3 A Local Authority may not re-register a case more than nine times.

9. WARRANTS OF EXECUTION

General requirements

- 9.1 No fee is required for the issue of a warrant of execution.
- 9.2 Rules of court require certain details to be certified for each registration. As it is considered impracticable to require individual certificates to be filed, a global certificate, covering all items in a batch of warrant requests certifying that:
- 21 days have elapsed since service of the registration order;
 - full payment has not been received;
 - no statutory declaration has been filed;
 - no time extension has been approved; and
 - the respondent lives in England and Wales (see Annex 4).
- 9.3 All requests shall be included in batches. The number of warrant requests per batch shall be restricted to 2,000. Only one batch can be submitted in one day.
- 9.4 Each file sent by the Local Authority shall enclose an advice note, which shall include the following information:
- authority identifier;
 - batch identifier;
 - total number of warrants; and
 - production date.
- 9.5 The advice note may be emailed / faxed with the global certificate. Failure to produce an advice note may result in a delay in processing the data at the TEC.

Data communications link

- 9.6 The transmitted file of warrant requests must be in the prescribed format as specified at Annexes 5A to 5E.
- 9.7 The file shall comprise:
- a file header at the start of the file and a file trailer at the end, identifying the Local Authority and containing control information about the file;

- batch headers and trailers at the start and end of each batch, identifying the Local Authority owning the batch and containing control information about the batch; and
- request data for each of the unpaid penalty charges to be enforced by way of warrant.

Further information can be found at Annexes 5A to 5E.

- 9.8 The ALG TEC may fax a global certificate to the TEC, certifying that all Local Authority certificates for each batch within the file transmitted via the data communication link have been received.
- 9.9 The global certificate must be signed by an authorised officer of the issuing Local Authority. ALG TEC cannot complete it on a Local Authority's behalf.
- 9.10 The ALG TEC shall submit a maximum of 12,000 warrant requests via the data communications link per day. Where more than 12,000 warrants are requested, the ALG TEC must obtain prior permission from the TEC Manager. The TEC Manager reserves the right to offer alternative dates.

Magnetic media

- 9.11 The Local Authority may also submit requests to the TEC on magnetic media.
- 9.12 The magnetic media option supported by the TEC shall be limited to 3½" floppy disks in DOS readable format. The file of warrant requests must be in the prescribed format as specified at Annexes 5A to 5E.

9.13 The file shall comprise:

- a file header at the start of the file and a file trailer at the end, identifying the Local Authority and containing control information about the file;
- a batch header and trailer at the start and end of the batch (only one batch will usually be present), identifying the Local Authority, and containing control information about the batch; and
- request data for each of the unpaid penalty charges to be enforced by way of warrant.

Further information can be found at Annexes 5A to 5E.

- 9.14 All disks shall be returned by the TEC to the appropriate Local Authority once processed. In the case of Electronic Transfer, once the files have been collected after processing, they will be automatically deleted.

Electronic Transfer

- 9.15 See 5.17 to 5.20 for details on requesting warrant of execution via electronic transfer.

Validation

- 9.16 A sealed authority to prepare warrant of execution shall be produced by the TEC for all warrants of executions received by data communication links, floppy disk (see Annexes 8A and 8B), or electronic transfer. These will be processed and faxed to the Local Authority within two working days of **receipt** (for exceptions see paragraph 1.4).
- 9.17 The Local Authority's warrant of execution requests shall be validated by the TEC to ensure that:
- all the necessary information has been provided;
 - all validation rules have been obeyed;
 - the unpaid penalty charge numbers have already been registered; and
 - The suffixes used are the same as those used for the registrations.
- 9.18 Where validation or procedural errors on the data sent exceed a maximum of 19 per batch, the TEC shall return the data to the Local Authority with details of the errors found and notification that no warrants of execution have been authorised (see examples at Annex 10). Errors in the format of the file will be referred to the originator (either ALG TEC or Local Authority as appropriate). Where warrant requests have been rejected because of validation errors, the notification for rejection, including the reason for return will be forwarded to the Local Authority.
- 9.19 In addition to validation errors, requests may be rejected for the following reasons:
- the time for filing a statutory declaration has not expired;
 - a time extension has not yet expired;
 - a statutory declaration has been filed;
 - the Statutory Declaration has been pended awaiting a decision on its validity;
 - the record has been transferred to another court (see section 10. Transfers for Enforcement); or
 - there is a warrant already in existence.

Local Authority's should therefore ensure that their records are kept up to date.

Consolidation of warrants

- 9.20 The Local Authority cannot consolidate warrants of execution, as this practice is contrary to current county court procedures.

Execution and expiry of a warrant of execution

- 9.21 On receipt of an authority from the TEC for the issue of a warrant of execution, the **Local Authority** shall produce the warrant (PE9) within **seven days** from the date of authorisation (see Annex 17).
- 9.22 A copy of the warrant **must** be forwarded to a **Certificated Bailiff** for execution. The warrant must be enforced as a county court warrant. The certificated bailiff must have the warrant in his personal possession when he visits a person or premises with a view to enforcing it and he must produce it on demand to anyone who has reasonable grounds to see it.
- 9.23 As the warrant is, effectively, a county court warrant it takes its priority from the date the Local Authority applied for its issue. A warrant is valid for one year, and will not be extended. Another warrant can be applied for once the first has expired.
- 9.24 The Local Authority shall withdraw an unsatisfied warrant from the bailiff 12 months from the date of issue. The TEC will therefore consider a warrant to have 'expired' one year after the date of authorisation.
- 9.25 Warrants cannot be renewed.

10. TRANSFERS FOR ENFORCEMENT

10.1 The Local Authority shall normally request the issue of a warrant of execution before any other means of enforcement is attempted. Where a Local Authority has not attempted to enforce by execution, the reasons why no such attempt was made must be given. Possible reasons might include the fact that a warrant had already been tried but did not succeed, or that no bailiff was prepared to execute the warrant in a remote area. In these circumstances the Local Authority may request that the registration be transferred to the respondent's home court for enforcement. Requests should be made on form PE10 (see Annex 18) and must contain the following information:

- the penalty charge number of the case(s) to be transferred out;
- the name(s) and address(es) of all respondents on each case to be transferred out;
- the amount outstanding on each case, and a breakdown of that sum i.e. original unpaid penalty charge, registration fee, subsequent costs, payments made etc.;
- the name, address and code number of the court to which the case(s) is to be transferred (see paragraph 10.5);
- a certificate that there has been no relevant return to any warrant of execution; and
- the reason for transfer, i.e. the method of enforcement required (see below).

Note: *Once a penalty charge has been transferred to another court for enforcement (see Annex 18) it cannot be transferred back to the TEC.*

10.2 Cases may be transferred for the issue of:

- an **order to obtain information**: a way of finding out the respondent's income and outgoings in order to decide on the most appropriate enforcement process.
- a **charging order**: an order that places a charge on a property so that when the respondent sells his house or land the outstanding debt is paid from the proceeds;
- a **third party debt order**: an order that the debt is paid direct from the respondent's bank or building society account;

- an **attachment of earnings order**: an order deducting money directly from the respondent's earnings to pay the debt (this method cannot be used for self-employed or unemployed respondents).

10.3 Each request for transfer must also certify that either:

- the warrant of execution issued on (date) has been unsuccessful; or
- a warrant of execution has not been requested as it would be unlikely to succeed (reasons must be given, see paragraph 10.1).

10.4 To establish which county court has jurisdiction for a respondent's address, the applicant should refer to:

- the London County Courts Directory;
- the County Court Districts (England and Wales) Index of Place Names; or
- the HM Courts Service website: <http://www.hmcourts-service.gov.uk/HMCSCourtFinder/SearchList.do>

Consolidation

10.5 Local Authorities shall be able to consolidate unpaid penalty charges when requesting the transfer of registrations to another court for the purpose of issuing non-warrant enforcement. The Local Authority must, however, ensure that the conditions set out in paragraph 8.1 are satisfied in respect of each record to be transferred.

Processing the transfer application

10.6 After processing a transfer application, the TEC will forward all necessary details to the relevant county court. The court will notify the Local Authority when the case has been received and will issue a new claim number by which the matter will now be identified. This new claim number should be quoted on any correspondence to the county court, as the case cannot be traced from the old identifier or vehicle registration number. The Local Authority may then submit direct to the county court the relevant application form for the enforcement process it wishes to issue, together with the appropriate fee. The county court will be able to provide all necessary application forms and a list of fees on request.

11. MISCELLANEOUS PROCESSING REQUIREMENTS

11.1 The TEC does not need to be notified if:

- **a warrant has been withdrawn or expired**, unless an application to transfer is requested;
- **payment has been made in full or part**, (unless subsequent action is taken, i.e. application for warrant or transfer); or
- **an unpaid penalty charge has been settled or withdrawn.**

11.2 Records may be deleted from the database six years after the date of the last action. The Local Authority must contact TEC regarding this.

11.3 Local Authorities shall undertake to respond to all telephone queries raised by the TEC within two hours (except in exceptional circumstances), and two days should you receive a letter from a Respondent. Any subsequent action taken by the Local Authority must have taken any queries and their outcome into account.

11.4 Any queries from the Local Authority regarding specific penalty charge numbers should be directed to the TEC helpdesk (08457 045 007) in the first instance.

12. ACCOUNTING REQUIREMENTS

Payment of fees: registration by disk or electronic transfer

- 12.1 Payment of fees for registration of unpaid penalty charges shall accompany the receipt of any requests for registration by the TEC or payable in advance.
- 12.2 Payment shall be submitted by cheque or postal order. All cheques shall be made payable to Her Majesty's Court Service (HMCS). Payment can also be sent using BACS. You will always need to quote the following **standing information**:

SORT CODE	10-14-99
ACCOUNT NUMBER	24181000
BENEFICIARY DETAILS	24181 TEC, BULK ISSUE CENTRE - NORTHAMPTON

In addition to the standing information you will need to quote your identifier code and the batch identifier(s) to which the payment(s) refer(s).

A deposit account facility is also available, whereby a lump sum of money is sent in and held in an account. When a request is processed, money is deducted and the TEC will notify the Local Authority of the balance.

- 12.3 Any underpayment of fees shall result in the Local Authority being asked to submit a further payment. If this occurs on batches received via disk or electronic transfer, the turn-round time will not be guaranteed.

Payment of fees: registration by data communications link

- 12.4 Where information is transmitted via the data communications link, no fee shall accompany the data. The TEC will process the registrations contained in the file and inform the ALG TEC by fax of the exact fee deducted from their imprest account to register all **valid** records. As fees will only be taken for valid records, no refunds will be necessary.

Payments from respondents

12.5 Cheque payments received from the respondents at the TEC shall be returned to the respondent regardless if the cheque is made payable to the local authority concerned or made payable to the TEC. Cash payments shall be banked by the TEC and a payable order returned to the respondent.

13. GLOSSARY

ALG TEC	Association of London Government's Transport and Environment Committee collates information from and distributes information to their local authorities. The local authorities may use ALG TEC to transmit data files to TEC via data communication link.
Applicant	The body which instigates legal proceedings, i.e. a Local Authority, London Borough or Centre user.
Centre user	Any of the local authorities which may register charge certificates at the TEC, or the ALG TEC (see also London Borough, Local Authority or applicant).
Certificated bailiff	A bailiff who is certificated by a county court judge under the distress for Rent Rules 1988.
Charge certificate	A document served on a respondent by the Local Authority after a penalty charge notice and a notice to owner have been issued and no response has been received. It informs a respondent of the consequences of not paying a penalty charge notice. If ignored, the charge certificate may be registered at the TEC 15 days after the date of service of the charge certificate.
Code of Practice	A document, which sets out who may use the system, how data must be submitted, and the procedures and rules to be followed. Each user of the system must abide by its terms.
Consolidated	Where two or more unpaid penalty charge records contain the same respondent on each record, the Local Authority may request that these records be amalgamated into one. <u>Amalgamation can only be carried out</u>

if the records are to be transferred for the purpose of issuing non-warrant enforcement process.

Contravention code	A two-digit code used by each local authority, which identifies the type of offence. It is provided with each registration.
County Court Code	A three-digit number, uniquely identifying each county court in England and Wales.
Date of service	The date by which it is considered that a respondent would have received documentation (either seven days from the date of posting or the actual date if hand delivered). The TEC system software allows 14 days from the date of registration to the presumed date of service.
Dead letters	Letter which the Post Office has been unable to deliver and which has been returned to the Local Authority endorsed with the reason for non-delivery, e.g. 'gone away' etc. The Local Authority may only reissue registrations for this reason.
Electronic Transfer	A method whereby the Local Authority sends data by electronic link. The interface is accessible via a Windows 95, 98, XP or NT client and a RAS dial up link.
Enforcement Notice	A document requiring the respondent to pay the penalty charge for a bus lane contravention or to make representations to the relevant local authority, and warning of consequences if nothing is done. If ignored a charge certificate may be issued.
Enforcement type	Enforcement methods, which can be used by an applicant when a case is transferred to another county court. In addition to warrants of execution there are: charging orders, garnishee orders, attachment of earnings.

	Orders to obtain information are not a type of enforcement but are useful in obtaining information about a debtor's financial circumstances and so help the Local Authority to decide which type of enforcement is most likely to be effective.
Levy	The action of a bailiff to 'seize' a debtor's goods under a warrant of execution. Levied goods are considered to be in the custody of the law.
Local Authority	Any Local Authority may register charge certificates at the TEC. See also London Borough, Centre User or applicant.
Local Authority ID	A two letter code which uniquely identifies the ALG TEC and each of the Local Authorities able to use the TEC system.
Notice to Owner	A document requiring the respondent to pay the penalty charge for a parking offence or to make representations to the relevant local authority, and warning of the consequences of doing neither. If ignored, a charge certificate may be issued.
Offence code	A two-digit code used by each local authority, which identifies the type of offence. It is provided with each registration.
Oral examination	See Enforcement type.
Order for Recovery	A document sent out to the respondent informing the respondent that an order has been made at a county court to recover an unpaid penalty charge. It contains details of the contravention and notes for guidance on how to complete the statutory declaration form that accompanies it.
Out of time	If a document is received after the time allowed for the filing of that document, it is considered to be out

of time, and may therefore be unacceptable.

Penalty Charge Notice

The document attached to the vehicle by a parking enforcement attendant.

Penalty charge notice number

The number displayed on the penalty charge notice.

Parking/Traffic Adjudicator

The parking/traffic adjudicator forms part of the Parking and Traffic Appeals Service who are tribunals of law independent of local authorities. Once a respondent has received a Notice of Rejection of their Representation, they may appeal to the Parking/Traffic Adjudicator.

Registration

The process of accepting a charge certificate at the TEC, and registering it as a county court order.

Registration authorisation

Once approval has been given by the TEC for a Local Authority to register an unpaid penalty charge, a registration authorisation certificate is sent to the Local Authority. This informs the local authority that it is now able to prepare and serve the order for recovery of unpaid penalty charge and statutory declaration on the respondent. An authorisation is issued for each valid batch processed.

Registration reissues

If the original document was not delivered by the Post Office, a Local Authority may reissue the penalty charge providing a new (or confirming the old) address for service. In these instances the unpaid penalty charge number remains the same, and the date of registration is updated on the TEC computer system to the current date. The Local Authority **must** update the order for recovery with the new date before serving it on the respondent.

Registration requirements

Certain requirements must be met before a batch of registration requests can be accepted. Documentation should include a global certificate,

and advice note. A fee is also required for each registration.

Re-registration

A case may be re-registered if the previous registration has been revoked following the filing of a valid statutory declaration within the time allowed. Re-registration allows the unpaid penalty charge to be enforced if the action taken since the revocation of the previous registration has not proved successful. Each time a case is re-registered, the suffix is incremented by one digit (in sequential order). A case can be re-registered no more than nine times. A further fee is required each time the case is re-registered.

Respondent

The person or body against whom proceedings have been commenced by the Local Authority i.e. the registered owner of the vehicle in question.

Revocation

If a valid statutory declaration has been received at the TEC within the time allowed, or if the statutory declaration is allowed to be filed 'out of time' the unpaid penalty charge will be revoked. No further action can be taken unless the case is re-registered.

Statutory declaration

A respondent's signed and witnessed response to receiving an order for the recovery of unpaid charges. Filing of a statutory declaration on one of the three valid grounds will revoke the unpaid penalty charge.

Seal

A stamp endorsed onto a legal order to signify its authenticity by the court.

Time extensions

Additional time allowed to a respondent in which to file a statutory declaration.

Time extension orders

An order granting or refusing an extension of time for filing a statutory declaration to a respondent once his application for extension has been considered by the TEC.

Traffic Enforcement Centre

The Traffic Enforcement Centre has been set up for the purpose of allowing local authorities to enforce any unpaid penalty charges in a county court. It is attached to Northampton County Court Bulk Centre.

Transfers

A case must be transferred to another county court if the local authority wishes to attempt non-warrant enforcement or if a respondent files an N244 application form.

Unpaid Penalty Charge

A charge certificate registered at the TEC for **non**-payment.

Warrant of execution

A method of enforcement, which authorises a certificated bailiff to sell sufficient items of a respondent's property to pay for his unpaid penalty charge. It is the only enforcement process which can be authorised at the TEC without the need to transfer the case to a local county court. A warrant issued under the Traffic Enforcement Centre's authority is executed in the same manner as a county court warrant except it is progressed by a certificated bailiff rather than a county court bailiff.

Warrant authorisation

Once approval has been given by the TEC for a local authority to issue a warrant of execution, authorisation is sent to the local authority. This informs the local authority that it must prepare the warrant of execution documents and send a certificated bailiff to levy on items of the respondent's property.

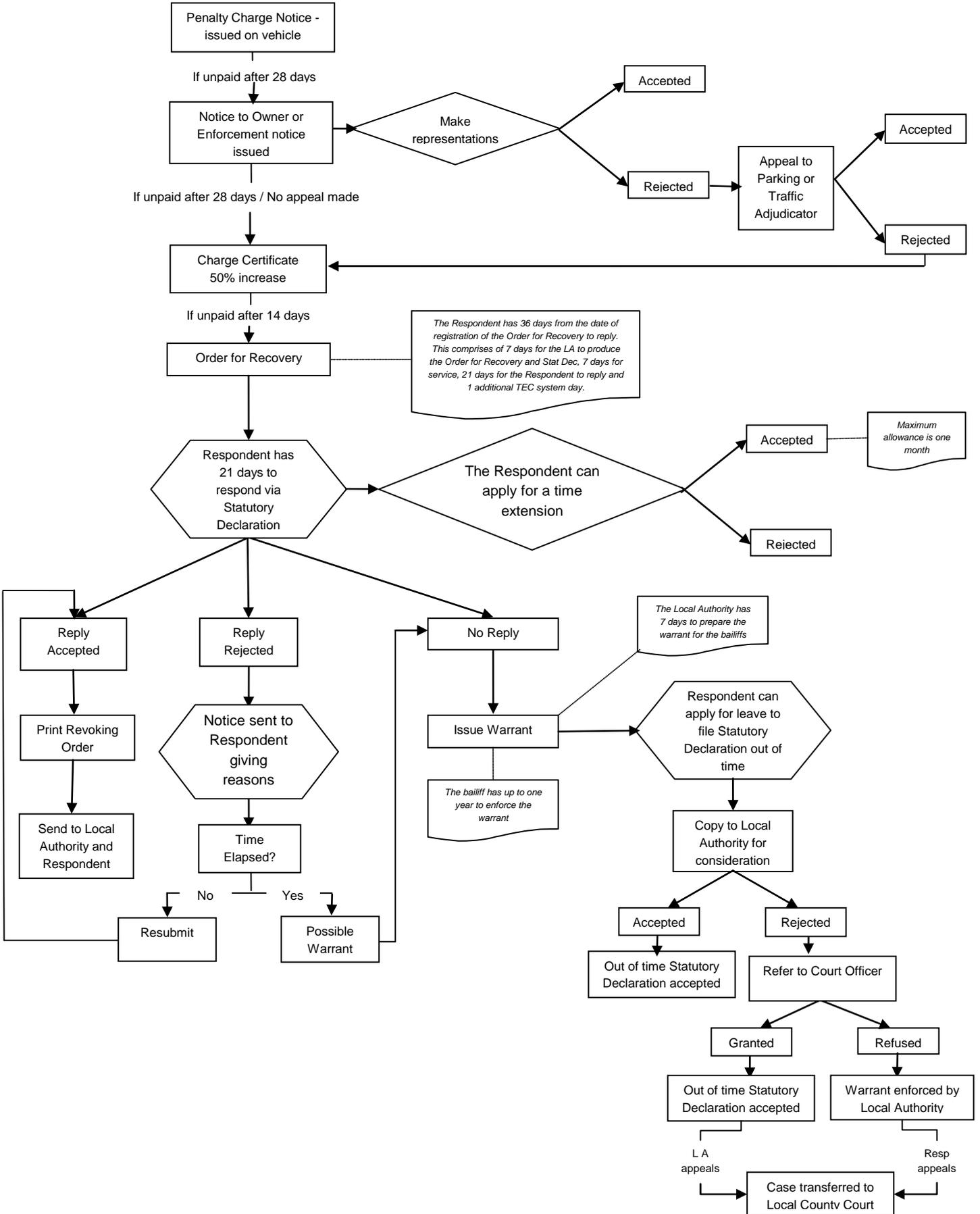
Warrant expiry

A warrant has a 'life' of 12 months from the date of issue. The TEC will automatically mark a warrant as expired if one year and seven days have elapsed since the date it was entered onto the system. (The extra seven days allow for posting the authority and drawing up the warrant document).

Withdraw warrant

A local authority may withdraw any warrant for any reason. There is no need to inform the TEC of withdrawal unless the local authority requests a transfer for another form of enforcement.

TRAFFIC ENFORCEMENT CENTRE - PARKING OVERVIEW



TYPES OF WORK

1. Local authorities shall be able to register unpaid penalty charges at the TEC.
2. The TEC cannot register charges where the respondent resides outside England and Wales. Any charge registered and posted to an address outside England and Wales will not have been validly served.
3. Local authorities that wish to transfer a registration for enforcement in Scotland should refer to Part 74, Civil procedure Rules, Part 111.
4. Respondents living on the Isle of Wight shall be treated as those in England and Wales but registrations for those living in the Isle of Man, the Channel Islands, and foreign countries, cannot be enforced (see Part 74 of the Civil Procedure Rules).

REGISTRATION DETAILS

The following details for the registration of an unpaid penalty charge shall be given to the TEC:

- The penalty charge notice (PCN) number, the local authority identifier and a numeric suffix (to identify multiple issues of a charge certificate for the same PCN). The PCN number will contain a two letter local authority identifier, a unique seven digit number, and a check digit which is calculated using the standard algorithm as at Annex 6A and 6B;
- Name and address of the respondent vehicle owner (including the postcode, where known);
- Date charge certificate served;
- Amount of registration, net of the £5 fee;
- Vehicle registration number;
- Nature of contravention for which the penalty charge notice was issued (identified by a standard code of two numeric characters);
- A global certificate, certifying that full payment has not been made; and advice note;
- A £5 fee for each registration (except for data communications link requests, see paragraph 12.4).

**GLOBAL CERTIFICATE FOR BATCH OF REGISTRATIONS
REQUEST TO REGISTER A BATCH OF PENALTY CHARGES**

AUTHORITY NAME:

AUTHORITY IDENTIFIER:

BATCH IDENTIFIER:

TOTAL NO. OF REQUESTS:

TOTAL FEES:

PRODUCTION DATE:

I certify that

- 14 days have elapsed since service of the charge certificates listed in this batch.
- Full payment has not been received from the keepers of the vehicles (respondents) and the amounts now due are as specified in the records in this batch.
- All addresses given are within the jurisdiction of England and Wales.

Signed
(Authorised local authority officer)

Dated

GLOBAL CERTIFICATE FOR A BATCH OF WARRANTS OF EXECUTION

**REQUEST FOR AUTHORITY TO ISSUE A BATCH OF
WARRANTS OF EXECUTION**

AUTHORITY NAME:

AUTHORITY IDENTIFIER:

BATCH IDENTIFIER:

TOTAL NO. OF REQUESTS:

PRODUCTION DATE:

I certify that

- 21 days have elapsed since service of the orders for recovery of unpaid penalty charges listed in this batch.
- Full payment has not been received from the respondents and the amounts now due are as specified in the records in this batch.
- To my knowledge no valid statutory declarations have been filed.
- To my knowledge no requests for extensions of time have been approved.
- All the addresses given are within the jurisdiction of England and Wales.

Signed
(Authorised local authority officer)

Dated

DATA TRANSFER VIA DISK, DATA COMMS OR ELECTRONIC TRANSFER OF REQUESTS TO REGISTER UNPAID PENALTY CHARGES AND OF REQUESTS TO PREPARE WARRANTS

TRANSFER VIA DISK

Introduction

Traffic Enforcement Centre (TEC) is designed to accept requests to register unpaid penalty charges and requests to issue warrants via disk from local authorities.

Disk format

The local authorities will be required to supply the data via a 3½" high density floppy disk which has been formatted using a DOS format.

Disk

The disk must have:

1. A label with the date the disk was produced and the unique disk identifier in the format **AA999YY** where:
 - **AA** is the 2-character local authority identifier;
 - **999** is the ascending sequential disk number which is allocated by the local authority; and
 - **YY** is the year in which the disk was produced.
2. An accompanying summary sheet of the information it contains (see Annex 5B).

The disk may contain:

- Two files (both a file of requests to register unpaid charges and a file of requests to issue warrants); or
- A single file (either a file of requests to register unpaid charges or a file of requests to issue warrants).

Files

Each file must have a unique file identifier in the format **RAA999YY** (for registrations) where:

- **R** is the type (in this case, registration);
- **AA** is the 2-character local authority identifier;

- **999** is the sequential number of the file (warrants and registrations must be sequenced separately; local authorities are responsible for sequentially numbering the file);
- **YY** is the year in which the file was produced.

Note:

- *A batch of requests to issue warrants will be identified in the same way but will have a file type of **W**.*
- The file identifier is the file title and is also a data item in the file header record (see below); and
- A file header, one or more batches of request records and a file trailer is required.

All records in the file will have a fixed length ASCII format (see Annex 5C for the file definition of requests to register unpaid charges, Annex 5D for that of requests to issue warrants and Annex 5E for further details of validation rules).

All non-mandatory uncompleted fields shall be space filled. Character fields shall be left justified, right padded with trailing spaces and all numeric fields shall be right justified with leading zeros.

Batches

Each batch must have:

1. a maximum of 2,000 records;
2. a batch header, one or more request records and a batch trailer;
3. a unique batch identifier in the format **RAA9999YY** (for registrations where:
 - **R** denotes requests to register unpaid charges;
 - **AA** is the 2 character local authority identifier;
 - **9999** is the sequential number of the batch (there must be separate sequences for warrants and registrations; local authorities are responsible for sequentially numbering the batch); and
 - **YY** is the year in which the batch was produced.

Note:

- *A batch of requests to issue warrants will be identified in the same way but will be prefixed by a **W** for Warrant.*
- The batch identifier appears in all records in the batch (see Annexes 5C and 5D).

- Accompanying documentation summarising the information, which is contained in the batch, and certifying the validity of the data by means of a signed 'global' certificate is required. (See Annex 3 for registration requests, Annex 46 for requests to issue warrants).

Local authorities sending requests via disk should normally send one batch per file. However, this will not be prescribed and the TEC system will process files which contain multiple batches.

TRANSFER VIA DATACOMMS

Introduction

TEC will also accept requests to register unpaid penalty charges and requests for authority to issue warrants via a data communications link.

Data link

The Association of London Governments Transport & Environment Committee (ALG TEC) will manage the transfer of data via this link on behalf of the local authorities. ALG TEC will manage a central system, which will collect data files from the local authorities and send them to the TEC.

Data link procedures

It is currently assumed that the system managed by ALG TEC will run under Unix and that the UUCP (Unix to Unix Copy Program) utility will be used for the data transfer. The link would be by means of a 'dial-up' line. The TEC would dial-up ALG TEC, which would dial-back to confirm the connection and transfer the data. The estimated time for transmission is 30 minutes, although by using standard Unix compression utilities this could be reduced to approximately 5 minutes. This also has the advantage of encrypting the data.

Requests to register unpaid charges and requests for authority to issue warrant will be transferred in separate files.

Files and batches

It is assumed that ALG TEC will transfer one file of requests to register unpaid charges and one file of requests to issue warrants in a single transmission to be processed. Each file may contain multiple batches. Each batch will consist of requests from only one local authority. It is expected that each batch in the file will normally be from a different local authority. Each local authority will be allocated a unique two-character identifier for use in the File Header to differentiate files transferred by them from files sent on disk by other local authorities.

Faxed documentation

The related documentation must be available to the TEC before the data can be processed. To fully utilise the advantages of using datacomms and to avoid any unnecessary delay these documents can be sent by fax.

The documentation required is the summary sheet detailing the names of files and the number of batches in each file (see Annex 5B) and the document for each batch, (see paragraph 1.5(d) of this Annex).

'Global' certificates

The 'global' certificate, (see paragraph 1.5(d) of this Annex), must be signed by authorised officer of the issuing local authority. ALG TEC cannot complete this form on the local authority's behalf. However, ALG TEC can fax a 'global' certificate to the TEC certifying that they have received all the necessary certificates needed to process every batch in the file transmitted. ALG TEC must then forward to the TEC all original 'global' certificates from each local authority. The TEC will not have to wait for their receipt before issuing authorisation notices. ALG TEC must forward all certificates for each file in the same envelope.

ADVICE NOTE**REQUESTS FOR REGISTRATION OF UNPAID PENALTY CHARGES /
AUTHORITY TO ISSUE WARRANTS OF EXECUTION VIA DISK / COMMS /
ELECTRONIC TRANSFER**

NAME OF ISSUING AUTHORITY:

AUTHORITY IDENTIFIER:

CONTACT NAME:

DISK IDENTIFIER:

PRODUCTION DATE:

FILE NAME(S)	BATCHES		NO.OF RECS
	BATCH FEE	TOTAL FEE	
RAA999YY	RAA9999YY	9999	99999.99
	RAA9999YY	9999	99999.99
	RAA9999YY	9999	99999.99
			999999.99
WAA999YY	WAA9999YY	9999	

NUMBER OF REGISTRATION REQUESTS FOR BUS LANE CONTRAVENTIONS	9999
NUMBER OF WARRANT REQUESTS FOR BUS LANE CONTRAVENTIONS	9999

FORMAT OF REQUESTS TO REGISTER UNPAID CHARGES

NAME	FORMAT	LENGTH	START POSITION	MANDATORY Y/N	COMMENTS
	(9 = Numeric)				
	(X = Alphanumeric)				
<u>D.1 Registration File Header Record</u>					
Record type	9	2	1	Y	D1 = Header Record
File Identifier	X	8	3	Y	Format RAA999YY (R is the file type, AA = authority ID, 999 is the ascending sequence number of the file, YY = year)
Date Created	X	6	11	Y	Format YYMMDD
Filler	X	234	17		The remainder of the File Header Record is filled with spaces
	Record length	250			

NAME	FORMAT	LENGTH	START POSITION	MANDATORY Y/N	COMMENTS
	(9 = Numeric)				
	(X = Alphanumeric)				
<u>D.2 Registration Batch Header Record</u>					
Record type	9	2	1	Y	Valid value = 02
Batch Identifier	X	9	3	Y	Format RAA9999YY (R = registrations, AA = authority ID, 9999 is the ascending sequence number, YY = year)
Production Date	X	6	12	Y	Format YYMMDD
Filler	X	233	18		The remainder of the Batch Header Record is filled with spaces
	Record length	250			

NAME	FORMAT	LENGTH	START POSITION	MANDATORY Y/N	COMMENTS
	(9 = Numeric)				
	(X = Alphanumeric)				
<u>D.3 Registration Request Record</u>					
Record type	9	2	1	Y	Value = 03
Batch Identifier	X	9	3	Y	Format RAA999YY (Registrations, AA = authority ID, 9999 is the ascending sequence number YY = year
Penalty Charge No	X	11	12	Y	Format AA9999999X9 AA = authority ID, 9999999 = unique PCN, X = mod 11 check digit calculated on the local authority ID and the PCN, 9 = numeric suffix (the numeric suffix will always be 0 initially and will be incremented by the local authority whenever a further request is made to TEC for authorisation to issue an order for recovery of the unpaid penalty charge)
Respondent details 1	X	30	23	Y	The respondent details are in a similar format to those sent from DVLA to the local authorities. However, lines 1 and 2 must contain name or details address data and any lines not containing data must be spaced filled
Respondent details 2	X	30	53	Y	
Respondent details 3	X	30	83	N	
Respondent details 4	X	30	113	N	

Respondent details 5	X	30	143	N	
Respondent details 6	X	30	173	N	
Vehicle Registration No	X	10	203	Y	
Nature of offence	9	2	213	Y	Offence code numerics
Date Charge Certificate served	X	6	215	Y	Format yymmdd
Amount due	X	7	221	Y	Format money, right aligned, leading zeros, expressed decimal point. The amount due is the amount of the debt outstanding at the time of request to register taking account of any part payment or additional charges
Filler	X	23	228		The record is space filled to 250 to allow for the possibility of additional fields without local authorities having to redefine record lengths
	Record length	250			

NAME	FORMAT	LENGTH	START POSITION	MANDATORY Y/N	COMMENTS
	(9 = Numeric)				
	(X = Alphanumeric)				
<u>D.4 Registration Batch Trailer Record</u>					
Record Type	9	2	1	Y	Value = 9
Batch Identifier	X	9	3	Y	Format RAA(((YY (R = registrations, AA = local authority ID, 9999 is the ascending sequence number and YY is the year)
No of Requests	9	5	12	Y	
Total Fees	X	9	17	Y	Format money 999999.99, right aligned, leading zeros, expressed decimal point
Filler	X	225	26		The remainder of the batch trailer will be space filled
	Record length	250			

NAME	FORMAT	LENGTH	START POSITION	MANDATORY Y/N	COMMENTS
	(9 = Numeric)				
	(X = Alphanumeric)				
<u>D.5 Registration File Trailer Record</u>					
Record Type	9	2	1	Y	Valid value = 10
File Identifier	X	8	3	Y	Format RAA999YY (R is the file type, AA = local authority ID, 999 is the ascending sequence number, YY is the year)
No of Batches	9	6	11	Y	Right aligned, leading zeros
Filler	X	234	17		The remainder of the Registrations File Trailer is space filled
	Record length	250			

FORMAT OF REQUESTS FOR AUTHORISATION TO PREPARE WARRANTS

NAME	FORMAT	LENGTH	START POSITION	MANDATORY Y/N	COMMENTS
	(9 = Numeric)				
	(X = Alphanumeric)				
<u>E.1 Warrant File Header Record</u>					
Record Type	9	2	1	Y	11 = Header Record
File Identifier	X	8	3	Y	Format WAA((YY (W is the file type, AA = authority ID, 999 is the ascending sequence number of the file, YY = year)
Date Created	X	6	11	Y	Format yymmdd
Filler	X	234	17		The remainder of the File Header Record is filled with spaces
	Record Length	250			

NAME	FORMAT	LENGTH	START POSITION	MANDATORY Y/N	COMMENTS
	(9 = Numeric)				
	(X = Alphanumeric)				
<u>E.2 Warrant Batch Header Record</u>					
Record Type	9	2	1	Y	Valid value = 12
Batch Identifier	X	233	18		The remainder of the Batch Header Record is filled with spaces
	Record length	250			

NAME	FORMAT	LENGTH	START POSITION	MANDATORY Y/N	COMMENTS
	(9 = Numeric)				
	(X = Alphanumeric)				
<u>E.3 Warrant Request Record</u>					
Record Type	9	2	1	Y	Valid Value = 13
Batch Identifier	X	9	3	Y	Format WAA9999YY (W = Warrants, AA = local authority ID, 9999 = the ascending sequential number, YY = year)
Penalty Charge Number	X	11	12	Y	Format AA9999999X9 (AA = local authority ID, 9999999 = unique PCN number, X = mod 11 check digit calculated on the local authority ID and the PCN, 9 = numeric suffix (the numeric suffix will be 0 initially and will be incremented by the local authority whenever a further request is made to the TEC for authorisation to issue an order for recovery of the unpaid penalty charge))
Respondent details 1	X	30	23	Y	
Respondent details 2	X	30	53	Y	
Respondent details 3	X	30	83	N	The respondent details follow the format of the information sent from DVLA to the local authorities (see above)
Respondent details 4	X	30	113	N	

Respondent details 5	X	30	143	N	
Respondent details 6	X	30	173	N	
Vehicle Registration Num	X	10	203	Y	No internal spaces, alphabetic and numeric characters
Amount due	X	7	213	Y	Format money, right aligned, leading zeros, expressed decimal point. The amount due is the amount outstanding at the time of request for authorisation to issue a warrant (taking account of any part payment or additional charges)
Filler	X	31	220		The rest of the record is space filled to a length of 250 to allow for additional fields that might be required in the future without altering the record length
	Record length	250			

NAME	FORMAT	LENGTH	START POSITION	MANDATORY Y/N	COMMENTS
	(9 = Numeric)				
	(X = Alphanumeric)				
<u>E.4 Warrant Batch Trailer Record</u>					
Record type	9	2	1	Y	Valid value = 19
Batch identifier	X	9	3	Y	Format WAA9999YY (W = Warrants, AA = local authority ID, 9999 = ascending sequence number and YY = the year)
Number of requests	9	5	12	Y	
Filler	X	234	17		The remainder of the batch trailer will be space filled
	Record length	250			

NAME	FORMAT	LENGTH	START POSITION	MANDATORY Y/N	COMMENTS
	(9 = Numeric)				
	(X = Alphanumeric)				
<u>E.5 Warrant File Trailer Record</u>					
Record type	9	2	1	Y	Valid value = 20
File identifier	X	8	3	Y	Format WAA999YY (W = the file type, AA = local authority ID, 999 = ascending sequence number, YY = the year)
Number of batches	9	6	11	Y	Right aligned, leading zeros
Filler	X	234	17		The remainder of the Registrations File Trailer is space filled
	Record length	250			

VALIDATION RULES FOR REQUEST FILES

The format and contents of fields in Registration and Warrant Request files must be as specified at Annexes 5D and 5E. All alpha characters must be in upper case.

The following additional points about validation rules should be noted (see also section 4 of the Code of Practice):

1. An input file cannot be processed unless the title is in the specified format. No suffix is allowed.
2. Files from ALG TEC must have the Local Authority two-character identifier in the file title and in the File Identifier field of the File Header. Files received directly from Local Authorities should hold the appropriate Local Authority identifier. Batch Identifiers will always hold the Local Authority identifier for the batch, which should be from a single authority.
3. The Date Created field of the File Header and the Production Date field of individual batches must hold valid dates but are for information and reference purposes only.
4. The sequential numbering of files and batches will not be enforced by validation checks but the sequence will be checked by TEC software and warning messages produced. TEC staff may contact Local Authorities to check if files or batches have been lost if a gap is detected in the sequence.
5. Batch Identifiers must be unique or the batch will be rejected. Rejected batches must be allocated a new Batch Identifier before resubmission.
6. A batch will be rejected if:
 - The Batch Identifier in the Batch Header does not match that in the Trailer;
 - The Number of Requests does not match the number of records read in the batch;
 - The Total Fees (for registrations only) is not consistent with the Number of Requests in the batch and the current fee rate;
 - 10 Registration or Warrant Request records are rejected because of format errors, see (7) and (8) below;
 - The batch is empty i.e. contains no Requests.
7. A Registration Request Record will be rejected as invalid if it does not conform to all of the following rules:
 - The Batch Identifier is consistent with that in the Batch Header record;
 - The Penalty Charge No. has the same Local Authority identifier as in the Batch Header record;
 - The Penalty Charge No. is unique for the Local Authority;
 - The Penalty Charge No. check digit obeys the checksum rules;
 - The Penalty Charge No. suffix is 0 for the first registration, and the previous suffix divided by 1 for subsequent registrations. A Penalty Charge No. cannot be registered more than 10 times in all;

- Lines 1 (respondent name), 2 and 3 (1st and 2nd line of respondent's address) of the Respondent Details **must** be present, i.e. none of these lines may be blank. A name (or names) and an address must be supplied although TEC software will not check the validity of this - further information is given in the Code of Practice at paragraphs 5.1 to 5.16;
 - The Vehicle Registration No. must consist of alphabetic and numeric characters only with internal space characters removed, right padded with spaces;
 - The nature of the contravention is the Contravention Code in the form of 2 numeric characters;
 - The date the Penalty Charge Certificate was issued must be at least 15 days prior to registration. A time limit of 6 years from the date of issue is applied;
 - The format for the Amount Due is 9999.99, with leading zeros. This is the amount of the fine plus costs outstanding at the time of registration **excluding** the registration fee which will be added automatically before the record is registered on the TEC database.
8. A Warrant Request Record will be rejected as invalid if it does not conform to all of the following rules:
- The Batch Identifier is consistent with that in the Batch Header;
 - The Penalty Charge No. has the same Local Authority identifier as in the Batch Header;
 - Lines 1 and 2 of Respondent Details are both present, see 7(f) above. The 6 Respondent Detail lines will overwrite all the detail lines previously held in the TEC database record;
 - The Vehicle Registration No. must be the same as that originally registered for the Penalty Charge number;
 - The format of the Amount Due is as at 7(h). The amount due is the amount of the fine plus costs outstanding at the time when the Warrant Request is submitted, **including** the registration fee. The amount will overwrite the amount previously held.
9. Individual Warrant Requests will not be accepted if they fail to conform to the rules specified in the Code of Practice (see paragraphs 9.1 to 9.15) but this will not result in the entire batch being rejected. For example, the request will be rejected if the Penalty Charge number is not found on the TEC database or if the required period has not elapsed since registration.
10. If a batch is rejected in an ALG TEC file containing more than one batch, 'PARC' will still attempt to process the other batches.

PCN NUMBERING SYSTEM

- Authorities must use a ten-character PCN identifier, as this is the DVLA format on the VQ4 enquiry request.
- The first characters should be a two alpha code (see Annex 6B).
- The next seven digits uniquely identify the PCN; this means that large PCN issuing Authorities have up to 10 million unique numbers before having to start again. As they may issue up to 1.5 million a year, and the duration of a PCN could be well over 12 months, this should be adequate.
- The final character will be a check digit calculated on a specific algorithm. The algorithm for the calculation of this check digit is given below.

The adoption of this system by all authorities and organisations, which may come into contact with PCN numbers, will provide a means to validate the number.

Check digit algorithm

The calculation is carried out on the full 9 character PCN identifier:

- convert each letter of the two letter prefix to numbers as follows:
 - A, B, C ... J become 1, 2, 3 ... 10,
 - K, L ... T become 1, 2 ... 10,
 - U ... Z become 1 ... 6
- complete the following calculation $(ax9) + (bx8) + (cx7) + (dx6) + (ex5) + (fx4) + (gx3) + (hx2) + (ix1)$, where 'a' to 'i' are the characters of the PCN number, in sequence
- Divide this by 11
- If the remainder from the division calculation is 10, use "A" as the check digit; otherwise use the remainder as the check digit
- If any part of the number is missing, the calculation should not be performed

Example: Calculating the check digit for the PCN **LR2468037**

STEP 1	Convert the letter prefix LR to numbers, i.e. 28
STEP 2	Multiply the characters of the PCN by 9, 8 ... 1 in sequence and add together the result of each multiplication, i.e. $(2 \times 9 = 18) + (8 \times 8 = 64) + (2 \times 7 = 14) + (4 \times 6 = 24) + (6 \times 5 = 30) + (8 \times 4 = 32) + (0 \times 3 = 0) + (3 \times 2 = 6) + (7 \times 1 = 7) = 195$
STEP 3	Divide 195 by 11
STEP 4	11 goes into 195 17 times with a remainder of 8, the check digit is 8

Incrementing the suffix

Zero **must** be the first suffix. Therefore, if the local authority code is **AA**, the penalty charge number is **0000001** and the check digit is **7**, the first penalty charge registered would have the number:

- **AA000000170**, the next: **AA000000171**, the next **AA000000172**, and so on, with the last number allowable as: **AA000000179**.

LOCAL AUTHORITY 'TWO-ALPHA' CODES

In order to use the formula at Annex A, and to give a unique numeric code for each authority from the above calculation, the two character codes are:

Local Authority	Alpha Code
ALG TEC	PC
ST ALBANS	AB
ALLERDALE	AL
ASHFIELD	AQ
ASHFORD	AS
SHREWSBURY & ATCHAM	AT
AMBER VALLEY	AV
AYLESBURY	AY
BARNET	BA
BOURNEMOUTH	BB
BURY	BC
BARKING AND DAGENHAM	BD
BURNLEY	BE
BEDFORD	BF
BASINGSTOKE AND DEANE	BG
BRIGHTON & HOVE	BH
BASILDON	BI
BARNSLEY	BJ
BROXBOURNE	BK
BEXLEY	BL
BIRMINGHAM	BM
BATH & NORTH EAST SOMERSET	BN
BOLTON	BO
BLACKPOOL	BP
BRADFORD	BQ
BARROW	BR
BRISTOL	BS
BRENT	BT
BUCKINGHAMSHIRE	BU
BRACKNELL	BV
BRENTWOOD	BW
BRAINTREE	BX
BROMLEY	BY
BARKING & DAGENHAM	BZ
CARLISLE	CA
CAMBRIDGE	CB
CHRISTCHURCH	CC
CAMDEN	CD
CHILTERN	CE
CHELMSFORD	CF
CHESTERFIELD	CG
COLCHESTER	CH
CITY OF CHESTER	CI
CORNWALL	CJ
CAMDEN	CK
CITY OF LONDON	CL

CARMARTHENSHIRE	CM
CAMDEN	CN
COPELAND	CO
CASTLE POINT	CP
CONWAY	CQ
CROYDON	CR
CHESTER	CS
CANTERBURY	CT
CAMDEN	CU
COVENTRY	CV
CHERWELL	CW
CALDERDALE	CX
CHORLEY	CY
CONGESTION CHARGING (OSE)	CZ
DARLINGTON	DA
BLACKBURN WITH DARWIN	DB
DACORUM	DC
DOVER	DD
DENBIGHSHIRE	DE
DERBYSHIRE DALES	DH
SOUTH DERBYSHIRE	DI
DARLINGTON	DL
DUDLEY	DM
DONCASTER	DN
DERBY	DR
DORSET	DS
DARTFORD	DT
DURHAM	DU
DEVON	DV
DAVENTRY	DY
EALING	EA
EDEN DISTRICT	ED
EPSOM & EWELL	EE
ENFIELD	EF
EASTLEIGH	EH
ELMBRIDGE	EL
ELLESMERE PORT & NESTON	EM
ENFIELD	EN
EPPING FOREST	EP
ELLESMERE PORT & NESTON	ES
EAST HERTS	ET
EAST SUSSEX	EU
EREWASH	EW
ESSEX	EX
SHEFFIELD	FD
FOREST OF DEAN	FE
FAREHAM	FH
FLINTSHIRE	FL
WYRE FORSET	FW
FLYDE	FY
GREATER LONDON (TFL)	GF
GATESHEAD	GH
GREATER LONDON (TFL)	GL
GRAVESHAM	GM
GREENWICH	GN
GLOUCESTER	GO
GEDLING	GX

GREENWICH	GR
SOUTH GLOUCESTERSHIRE	GS
GREATER LONDON (TFL)	GT
GUILDORD	GU
CYNGOR GWYNEDD	GW
HARROGATE	HA
HERTSMERE	HB
NORTH HEREFORDSHIRE	HC
HYNDBURN	HD
HEREFORD	HE
HAMMERSMITH & FULHAM	HF
HAVERING	HG
SURREY HEATH	HH
HIGH WYCOMBE	HI
HIGH PEAK	HJ
HACKNEY	HK
HARLOW	HL
HORSHAM	HM
HILLINGDON	HN
HARTLEPOOL	HO
HAMPSHIRE	HP
HACKNEY	HQ
HARROW	HR
HASTINGS	HS
HART	HT
HAVANT (ENVIRONMENTAL FINES)	HU
HAVANT	HV
HOUNSLOW	HW
HARINGEY	HY
HAMMERSMITH & FULHAM	HZ
CHELTENHAM	IC
IPSWICH	IP
ISLINGTON	IS
ISLE OF WRIGHT	IW
KENSINGTON & CHELSEA	KA
KENSINGTON & CHELSEA	KC
KENSINGTON & CHELSEA	KE
HULL	KH
KIRKLEES	KM
KENNET	KN
NEWARK & SHERWOOD	KQ
KINGSTON UPON THAMES	KT
LANCASTER	LA
ALG LORRY BAN	LB
LEICESTER	LE
LICHFIELD	LF
LAMBETH	LH
LIVERPOOL	LI
LONDON UNDERGROUND	LL
LEWISHAM	LM
WEST LANCASHIRE	LN
LEEDS	LS
LUTON	LU
LIVERPOOL	LV
LEWES	LW
LOW EMISSION ZONE	LZ
MID BEDS	MB

MANCHESTER	MC
MAIDSTONE	MD
MANCHESTER	ME
MACCLESFIELD	MF
MILTON KEYNES	MK
MALDON	ML
CASTLE MORPETH	MM
MAIN OPERATION	MP
MANSFIELD	MQ
MIDDLESBOROUGH	MR
MID SUSSEX	MS
MERTON	MT
MOLE VALLEY	MV
MEDWAY	MW
CREWE & NANTWICH	NA
NUNEATON & BEDWORTH	NB
NEWCASTLE	NC
NORTH EAST DERBYSHIRE	ND
NEWHAM	NE
NEW FOREST	NF
NOTTINGHAM	NG
NORTH TYNESIDE	NH
NORTH LINCOLNSHIRE	NK
NEWCASTLE UNDER LYME	NL
NORTHAMPTON BOROUGH	NN
NORTH SOMERSET	NO
NOTTINGHAMSHIRE	NQ
NORTHAMPTONSHIRE COUNTY	NP
NORWICH	NR
NEATH PORT & TALBOT	NT
NORTH WILTSHIRE	NW
OLDHAM	OD
WEST OXFORDSHIRE	OF
SOLIHUL	OH
BOLSOVER	OL
SOUTH OXFORDSHIRE	OS
OADBY & WIGSTON	OW
OXFORD	OX
PENDLE	PD
PETERBOROUGH	PB
POOLE	PE
PLYMOUTH	PL
PORTSMOUTH	PO
PRESTON	PR
LANCASHIRE - PARKWISE	PW
REDBRIDGE	RB
REDCAR & CLEVELAND	RC
REDDITCH	RD
ROCHDALE	RE
ROCHFORD	RF
READING	RG
ROTHERHAM	RH
REIGATE & BANSTEAD	RI
RUTLAND	RL
CARRICK	RK
RUSHMOOR	RM
ROSSENDALE	RO

RUSHCLIFFE
RESTORMEL
RICHMOND UPON THAMES
RUGBY
RIBBLE VALLEY
WINDSOR & MAIDENHEAD
RUNNYMEDE
SALISBURY
SLOUGH
SOUTH LAKELAND
SANDWELL
SOUTH BEDS
SEFTON
STEVENAGE
SHEPWAY
SWINDON
SCARBOROUGH
STOKE ON TRENT
SALFORD
STOCKPORT
SOUTHAMPTON
SOUTHWARK
SHEFFIELD (SOUTH YORKS)
STOCKTON-ON-TEES
SOUTH RIBBLE
SOUTHEND ON SEA
STRATFORD UPON AVON
SUTTON
SEVENOAKS
SWALE
SUNDERLAND
SPELTHORNE
ST HELENS
TAUNTON DEANE
TORBAY
THANET
TANDRIDGE
TENDERING
TOWER HAMLETS
THURROCK
TRANSPORT FOR LONDON (CC)
TAMESIDE
TONBRIDGE & MALLING
BASSETLAW
TEST VALLEY
TRAFFORD
TEWKESBURY
THREE RIVERS
TUNBRIDGE WELLS
TAMWORTH
SOUTH TYNESIDE
CONGESTION CHARGING
UTTLESFORD
SURREY
BLABY
CHARNWOOD
ASSOCIATION OF LONDON GOV

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VALE OF WHITE HORSE	VH
HINCKLEY & BOSWORTH	VI
NORTH WEST LEICESTERSHIRE	VL
MELTON	VM
OADLEY & WIGSTON	VO
HARBOROUGH	VR
LEICESTERSHIRE	VV
WANDSWORTH	WA
WYRE	WB
WORCESTER	WC
WYCOMBE	WD
WESTMINSTER	WE
WALTHAM FOREST	WF
WIGAN	WG
WYCHAVON	WH
WARRINGTON	WI
SWANSEA	WJ
WARWICKSHIRE	WK
WIRRAL	WL
WESTMINSTER	WM
WARRINGTON	WN
WOKING	WO
WAKEFIELD	WP
WARWICK	WQ
WINCHESTER	WR
WESTMINSTER	WS
WATFORD	WT
WORTHING	WU
WOLVERHAMPTON	WV
WELWYN	WW
WREXHAM	WX
WEYMOUTH	WY
WAVERLEY	WZ
BROMLEY – DVLA	XA
REDBRIDGE – DVLA	XB
BARKING & DAGENHAM - DVLA	XC
WALSALL	XD
BEXLEY	XL
WEST WILTSHIRE	XM
BROXTOWE	XQ
YORK	YC
ISLE OF ANGLESEY	YM
BOLTON	ZB
CANNOCK CHASE	ZC
COTSWOLD DISTRICT & STROUD	ZD
EAST STAFFORDSHIRE	ZE
STAFFORDSHIRE MOORSLANDS	ZM
SOUTH STAFFORDSHIRE	ZS
STAFFORD	ZZ

Authorisation to issue orders for recovery of unpaid penalty charge

To the applicant:
LONDON BOROUGH OF ANYTOWN
Address



Batch identifier:

Number Registered:999

The seal on this document indicates that the proper officer has ordered that the increased penalty charges contained within this batch (with the exception of any listed below) may be recovered as if they were payable under a county court order. These penalty charges have now been registered at the Traffic Enforcement Centre at Northampton County Court. The issue of orders for recovery of the charges is authorised.

Dated: DD-MMM-YY

Exceptions

Penalty Charge no. Vehicle Registration number

Respondent's name

See attached report detailing reasons for exceptions

Fees due: £9999.99

Received: £9999.99

Issued by: The Traffic Enforcement Centre at
Northampton County Court
St Katharines House
21 / 27 St Katharines Street
Northampton
NN1 2LH

Telephone: 08457 045007

Authorisation to prepare warrants of execution – unpaid penalty charge

To the applicant:

LONDON BOROUGH OF ANYTOWN
Address



Batch identifier:

Number Authorised: 999

The seal on this document authorises the preparation of warrants of execution for recovery of the charges contained within this batch (with the exception of any listed below)

Dated: DD-MMM-YY

Issued by: The Traffic Enforcement Centre at
Northampton County Court
St Katharines House
21 / 27 St Katharines Street
Northampton
NN1 2LH

Telephone: 08457 045007

PE8B - Authorisation to prepare a warrant(s) of execution - unpaid penalty charge (CPR Part 75)

EXAMPLE**PENALTY CHARGE REGISTRATION
BATCH VALIDATION REPORT**

DATE: DD-MMM-YY

BATCH-ID: LOCAL AUTHORITY: LONDON BOROUGH OF ANYTOWN

Error: WARNING: Batch-id out of sequence. Last batch-id processed was 999.

<u>Penalty Charge No.</u>	<u>ERROR</u>
TR000000200	Invalid Record Type Identifier. Valid value is R
TR000000310	Invalid Record Type Identifier. Valid value is R
TR000000420	Batch ID rt000293 does not match Batch Header
TR000000530	Invalid Record Type Identifier W. Valid value is R
000000640	Registrations Authority ID does not match Batch Header
PC000000750	Registrations Authority ID PC does not match Batch Header
TR 60	Invalid Registrations Penalty Charge Number
TRNOTANUM80	Invalid Registrations Penalty Charge Number NOTANUM
TR00000097	Invalid Registrations Sequence Number. Valid values are 0 to 9
TR000000100o	Invalid Registrations Sequence Number o. Valid values are 0 to 9

BATCH RECONCILIATION - INVALID BATCH

TOTAL REGISTRATIONS READ	10	
TOTAL REJECTED	10	

NO. OF VALID REGISTRATIONS	0	
TOTAL FEE REQUIRED	0.00	
FEE VALUE IN BATCH TRAILER		50.00

END OF BATCH

EXAMPLE

PENALTY CHARGE REGISTRATION

FILE SUMMARY REPORT

DATE: DD-MMM-YY

FILE-ID

Batch ID	Read	Rejected		Valid
RTR000193	10	10	0	0.00
			Total Fee:	0.00

END OF REPORT

EXAMPLE

WARRANT REQUESTS

BATCH VALIDATION REPORT

DATE: DD-MMM-YY

BATCH-ID: WTR000193 LOCAL AUTHORITY: LONDON BOROUGH OF ANYTOWN

Error: WARNING: Batch-id out of sequence. Last Batch-id processed was 999.

Penalty	Charge	No.
		<u>ERROR</u>
GR000000280	Registrations Authority ID GR does not match Batch Header	
X!*4----*X!	Invalid Registrations Penalty Charge Number	
X!*4----*X!	Invalid Registrations Penalty Charge Number *4----*	
X!*4----*X!	Invalid Registrations Penalty Charge Number *4----*	
X!*4----*X!	Invalid Registrations Penalty Charge Number *4----*	
X!*4----*X!	Invalid Registrations Penalty Charge Number *4----*	
X!*4----*X!	Invalid Registrations Penalty Charge Number *4----*	
GR000002210	Registrations Authority ID GR does not match Batch Header	
WF000000640	Registrations Authority ID GR does not match Batch Header	
GR0000012A1	Registrations Authority ID GR does not match Batch Header	

BATCH RECONCILIATION - VALID BATCH

TOTAL WARRANT REQUESTS READ	20
TOTAL REJECTED	20

NO. OF VALID REQUESTS	0

END OF BATCH

Traffic Enforcement Centre Northampton County Court Bulk Centre St Katharine's House 21-27 St Katharine's Street Northampton, NN1 2LH	Penalty Charge Number	
	Vehicle Registration Number	
	Applicant	
	Location of Contravention	
	Date of Contravention	

Give full details and tick the box which applies. If your penalty charge relates to a London Borough Parking contravention you must only tick one box. You must ensure that all details above are correctly entered from the Order for Recovery of unpaid penalty charge. You must then have the form sworn before a Commissioner for Oaths (e.g. a Solicitor), a Justice of the Peace (at any Magistrates Court) or an officer of your local county court before sending the declaration to the Traffic Enforcement Centre at the above address. You may have to pay a fee.

I, (full name and address of the respondent including postcode), please complete this form in BLOCK CAPITALS and in black ink.

The above named respondent, declare that: (tick the box, which applies)

- I did not receive the:
 Notice to Owner (Parking contravention) or
 Enforcement Notice (Bus lane contravention) or
 Penalty Charge Notice (Moving Traffic contravention or Congestion Charging contravention)
- I made representations about the penalty charge to the local authority concerned within 28 days of the service of the Notice to Owner/Enforcement Notice/Penalty Charge Notice, but did not receive a rejection notice.
- I appealed to the Parking/Traffic Adjudicator against the local authority's decision to reject my representation, within 28 days of service of the rejection notice, but have had no response to my appeal.

My reasons are (give full reasons)

Important: Filing a false declaration knowingly and wilfully is a criminal offence under Section 5 of the Perjury Act 1911 and you may be imprisoned for up to 2 years or fined or both.

I do solemnly and sincerely declare that the information given here is true.

Signed:	Dated:
---------	--------

Declared at: _____ in the _____

This _____ day of _____ 20____

Before me _____ at*

Commissioner for Oaths/Officer of the Court appointed by the Judge to take affidavits/Justice of the Peace (Please delete as appropriate)

***The Statutory Declaration will not be accepted without a full postal address**

Any amendments to your forms will require them to be re-witnessed

NOTE: If the form is not completed and sworn in accordance with the instructions above it cannot be accepted.

Form PE3 Statutory Declaration unpaid penalty charge (CPR Part 75)

THE TRAFFIC ENFORCEMENT CENTRE (TEC)

The Traffic Enforcement Centre was established to put into effect procedures for dealing with unpaid parking fines, bus lane contraventions, vehicle emission penalties, Congestion Charging and Moving Contravention's. The TEC is based at the County Court Bulk Centre and operates as a part of Northampton County Court.

This fact sheet tells you
about the role of TEC in
the recovery of unpaid
Penalty Charges.

What happens before the penalty charge/fixed penalty is registered?

The following stages occur before the charge is registered with TEC in the case of parking and bus lane penalties:

1. A Penalty Charge Notice would have been issued. This should have been paid or appealed against as per instructions given on the notice.
2. A Notice to Owner/Enforcement Notice/Penalty Charge Notice would have been sent to the registered keeper of the vehicle (not necessarily the driver at the time of the offence). This amount should have been paid or disputed. Representations should have been made in writing to the Local Authority and, if appropriate, an appeal made to the Parking/Traffic Adjudicator.
3. A Charge Certificate would have been issued 28 days after the penalty charge notice. The penalty charge is increased by 50%. This should have been paid to the Local Authority.

In the case of vehicle emissions, only a Fixed Penalty Notice is issued to the vehicle driver. This should have been paid or a hearing into the offence requested. If no action is taken after 28 days, the penalty will increase.

If the penalty charge/fixed penalty notice still remains unpaid after a further 14 days, the Local Authority may register it with the TEC to recover the outstanding amount under a county court order.

What should I do if I have already paid the penalty charge/fixed penalty?

You must contact the Local Authority with your proof of payment. If you do nothing the Local Authority may attempt to recover the penalty charge/fixed penalty.

What should I do if I wish to contest the charge?

At this stage for parking and bus lane contravention's there are only three grounds under which the charge may be contested:

1. The Notice to Owner/Enforcement Notice/Penalty Charge Notice was not received.
2. Formal representations against the Notice to Owner/Enforcement Notice/Penalty Charge Notice have been made to the Local Authority within 28 days of the service of the notice to owner/Enforcement Notice/Penalty Charge Notice but a rejection notice has not been received.
3. An appeal has been made to the Parking/Traffic Adjudicator against the Local Authority's decision to reject the representation within 28 days of the service of the rejection notice but no response has been received.

In the case of vehicle emissions only two grounds are permissible:

1. The Fixed Penalty Notice has not been received.
2. A request for the variation of the Fixed Penalty has been made to the authority pursuant to Regulation 19 of the Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002, but you did not receive notification that the Fixed Penalty had been reduced or (as the case may be) that your request had been refused nor of the amount that was payable.

If any of these apply you should file a Statutory Declaration with TEC within 21 days from the date of the Order of Recovery.

If your Penalty Charge is a London Borough Parking Offence only one ground for appeal can be indicated and the witness must provide a full postal address.

If you wish to challenge the charge for any other reason, other than the 3 stated on the Statutory Declaration, for example, you simply disagree with the rejection of your representation you should not make a Statutory Declaration but should contact the Local Authority directly.

Where can my Statutory Declaration be sworn?

Your Statutory Declaration must be witnessed (sworn) by any of the following before it can be accepted by the TEC:

1. An officer appointed by the Judge to take affidavits. These can be found at your Local County Court. No fee is payable for this service.
2. A Justice of the Peace at any Magistrates Court. You may have to pay a fee and should contact your Local Magistrates Court for further information.
3. A Solicitor or Commissioner for Oaths. You may have to pay a fee and should contact the Solicitors office for details.

What happens if I file a valid Statutory Declaration?

TEC will revoke the Order for Recovery. This does not mean that the penalty charge/fixed penalty has been cancelled. The Local Authority may continue the process; they will contact you if they intend to take any further action.

What happens if I do not respond?

If you do not file a valid Statutory Declaration with TEC within 21 days of the date of the Order for Recovery, the Local Authority may enforce the charge by requesting a warrant. When the warrant has

been authorised by TEC, the Local Authority will employ certificated bailiffs to execute the warrant.

What should I do if the Bailiff has been instructed and I wish to appeal?

Provided a Statutory Declaration can be filed under one or more of the grounds and there was a good reason why the Statutory Declaration was not filed earlier (within the 21 day time limit), you should contact the TEC on 08457 045007 to request a Late Statutory Declaration. Or download a copy from our website: www.hmcourts-service.gov.uk/cms/7017.htm
This should be sent to the TEC and not the Local Authority.

Who do I pay?

If you have any queries regarding payment arrangements you must contact the Local Authority. Any payments received by TEC will be returned

How do I find out if a warrant has been issued?

You may contact the Local Authority or TEC to find out if a warrant has been issued. (If you contact TEC you must quote the penalty charge/fixed penalty notice number. TEC is unable to trace your case without it).

Who do I contact regarding Bailiff action?

As the Local Authority employs the bailiffs, any queries must be addressed to the bailiffs or the Local Authority.

TEC cannot suspend or cancel any bailiff action.

Any complaints about the conduct of a bailiff must be made to the county court that issued the certificate for the bailiff and not the TEC.

Will the charge be registered as a judgement?

Although the charge is registered in the county court, the information is not held on the Register of County Court Judgements.

Further advice

TEC staff cannot give you advice on points of law, but can send you form's and give you information about TEC procedures.

When corresponding with TEC please ensure that the penalty charge/fixed penalty notice number is quoted in full.

The TEC cannot accept any payments. All payments must be made directly to the Local

Order on application to extend time limit for filing a statutory declaration – unpaid penalty charge



The Respondent's name and address

Penalty charge no.

Vehicle registration number.

Upon reading the respondent's application

It is ordered that the time for filing a statutory declaration be extended until DD-
MMM-YY.

To the applicant:

LONDON BOROUGH OF ANYTOWN
Address

Dated: DD-MMM-YY

This order is issued by: The Traffic Enforcement Centre at
Northampton County Court
St Katharines House
21/27 St Katharines Street
Northampton
NN1 2LH

Telephone: 08457 045007

Order on application to extend time limit for filing a statutory declaration – unpaid penalty charge



The Respondent's name and address

Penalty charge no.

Vehicle registration number.

Upon reading the respondent's application

It is ordered that the time for filing a statutory declaration should NOT be extended.

IF YOU WISH TO PURSUE THE MATTER YOU SHOULD CONTACT THE LOCAL AUTHORITY DIRECTLY AT THIS ADDRESS:

LONDON BOROUGH OF
ANYTOWN
Address and telephone no

Dated: DD-MMM-YY

This order is issued by: The Traffic Enforcement Centre at
Northampton County Court
St Katharines House
21/27 St Katharines Street
Northampton
NN1 2LH

Telephone: 08457 045007

PE4B Order on application to extend time limit for filing a statutory declaration – unpaid penalty charge (CPR Part 75)

Order on application to extend time limit for filing a statutory declaration – unpaid penalty charge



The Respondent's name and address

Penalty charge no.

Vehicle registration number.

The order for recovery of unpaid penalty charge has already been revoked as a valid statutory declaration has been filed. Your application has been retained.

THE CASE MAY BE REOPENED. IF YOU WISH TO PURSUE THE MATTER YOU SHOULD CONTACT THE LOCAL AUTHORITY DIRECTLY AT THIS ADDRESS:

LONDON BOROUGH OF
ANYTOWN
Address and telephone no.

Dated: DD-MMM-YY

This order is issued by: The Traffic Enforcement Centre at
Northampton County Court
St Katharines House
21/27 St Katharines Street
Northampton
NN1 2LH

Telephone: 08457 045007

Notification that a statutory declaration has been rejected – unpaid penalty charge



The Respondent's name and address

Penalty charge no.

Vehicle registration number.

Your statutory declaration has been rejected as it was not filed in the time allowed.

**IF YOU WISH TO PURSUE THE MATTER YOU SHOULD CONTACT THE LOCAL
AUTHORITY DIRECTLY AT THIS ADDRESS:**

LONDON BOROUGH OF
ANYTOWN
Address and telephone no

Dated: DD-MMM-YY

This order is issued by: The Traffic Enforcement Centre at
Northampton County Court
St Katharines House
21/27 St Katharines Street
Northampton
NN1 2LH

Telephone: 08457 045007

PE6A Notification that a statutory declaration has been rejected – unpaid penalty charge (CPR Part 75)

Notification that a statutory declaration has been rejected – unpaid penalty charge

The Respondent's name and address



Penalty charge no.

Vehicle registration number.

Your statutory declaration has been rejected, as it was not witnessed. You must sign it before a commissioner of oaths or an officer of a county court appointed by a judge to take affidavits, or a justice of the peace. If you do not return it in the time allowed the court will not be able to accept it. The statutory declaration must be filed on one of the three grounds stated on the order for recovery of unpaid penalty charge.

IF YOU WISH TO PURSUE THE MATTER YOU SHOULD CONTACT THE LOCAL AUTHORITY DIRECTLY AT THIS ADDRESS:

LONDON BOROUGH OF
ANYTOWN
Address and telephone no.

Dated: DD-MMM-YY

This order is issued by: The Traffic Enforcement Centre at
Northampton County Court
St Katharines House
21/27 St Katharines Street
Northampton
NN1 2LH

Telephone: 08457 045007

PE6B Notification that a statutory declaration has been rejected – unpaid penalty charge (CPR Part 75)

Notification that a statutory declaration has been rejected – unpaid penalty charge

The Respondent's name and address



Penalty charge no.

Vehicle registration number.

Your statutory declaration has been rejected, as it was not made on any of the three grounds stated on the order for recovery of unpaid penalty charge.

IF YOU WISH TO PURSUE THE MATTER YOU SHOULD CONTACT THE LOCAL AUTHORITY DIRECTLY AT THIS ADDRESS:

LONDON BOROUGH OF
ANYTOWN
Address and telephone no.

Dated: DD-MMM-YY

This order is issued by: The Traffic Enforcement Centre at
Northampton County Court
St Katharines House
21/27 St Katharines Street
Northampton
NN1 2LH

Telephone: 08457 045007

Notification that a statutory declaration has already been received – unpaid penalty charge

The Respondent's name and address



Penalty charge no.

Vehicle registration number.

The order for recovery of unpaid penalty charge has already been revoked as a valid statutory declaration has been filed by another respondent.

THE CASE MAY BE REOPENED. IF YOU WISH TO PURSUE THE MATTER YOU SHOULD CONTACT THE LOCAL AUTHORITY AT THIS ADDRESS:

LONDON BOROUGH OF
ANYTOWN
Address and telephone no.

Dated: DD-MMM-YY

This order is issued by: The Traffic Enforcement Centre at
Northampton County Court
St Katharines House
21/27 St Katharines Street
Northampton
NN1 2LH

Telephone: 08457 045007

PE7 Notification that a statutory declaration has been received – unpaid penalty charge (CPR Part 75)

Order for Recovery of unpaid penalty charge

To the respondent

Penalty Charge No.	
Vehicle Registration No.	
Applicant	
Location of contravention	
Date of contravention	
Amount of Charge	
Court Registration Fee	
Total	

An order to recover a penalty charge has been made against you at the Traffic Enforcement Centre at Northampton County Court.

Dated

YOU MUST WITHIN 21 DAYS (of the date shown on the postmark) **EITHER**

- Pay the total amount due (shown above) to:

All payments and enquiries must be directed to this address. If you need any help or further information you may ring this number: xxxx xxxx xxx

- OR, File a statutory declaration on the enclosed form and send it to the Traffic Enforcement Centre at the address given below.

The declaration must be signed before a commissioner for oaths (e.g. a solicitor), or an officer of any county court appointed by a judge to take affidavits or a justice of the peace (at any Magistrates Court). (Please ensure that they have included their full postal address). You may have to pay a fee.

NOTE:

The only grounds on which you can make a Statutory Declaration are (please note - if your penalty charge relates to a London Borough contravention you must only tick one box):

1. You did not receive the Notice to Owner (Parking contravention) / Enforcement Notice (Bus Lane contravention) / Penalty Charge Notice (Moving Traffic contravention or Congestion Charging contravention)
2. You made representations about the penalty charge to the local authority concerned within 28 days of service of the notice to owner/Enforcement Notice/Penalty Charge Notice and you did not receive a rejection notice.
3. You appealed to the Parking Adjudicator against the local authority's decision to reject your representation, within 28 days of the service of the rejection notice but you have had no response to your appeal.

Filing a false declaration knowingly and wilfully is a criminal offence under Section 5 of the Perjury Act 1911 and you may be imprisoned for up to 2 years or fined or both.

If you need more time in which to file your statutory declaration, write immediately to the Traffic Enforcement Centre at the address given below, stating:

- Your full name and address
- The Local Authority concerned
- How much time you need to file your statutory declaration
- Vehicle registration number
- The penalty charge number (shown above)
- The reasons why you require more time.

If you do nothing your possessions may be removed and sold to pay this charge.

Drawn on the authority of: The Traffic Enforcement Centre at Northampton County Court Bulk Centre, St. Katharine's House, 21 – 27 St Katharine's Street, Northampton, NN1 2LH (Telephone: 08457 045007)
PE2 – Order for Recovery of unpaid penalty charge.

Warrant of Execution – unpaid penalty charge

Annex 17
Form PE9

To the respondent

Penalty Charge No.	
Vehicle Registration No.	
Applicant	
Location of Contravention	
Date of Contravention	
Amount Due (including court fees And any adjudication costs)	

You have failed to pay a penalty charge registered at the Traffic Enforcement Centre at Northampton County Court as ordered. The Court has given authority to the above named applicant to issue this warrant to recover the sums shown.

The bailiff is also entitled to include his reasonable costs for executing this warrant. These are listed in the Enforcement of Road Traffic Debts (Certificated Bailiffs) Regulations 1993.

The bailiff will accept payment of the sums shown above together with his costs. If you do not pay he may remove goods to the required value.

Note:

- This warrant can only be enforced by a bailiff carrying a certificate issued by a judge under the Distress for Rent Rules 1988.
- Any enquiry or complaint about the conduct of the bailiff should be addressed to the Court Manager of the County Court where the bailiff's certificate was issued (in most cases this will be your local County Court and not Northampton County Court where the Traffic Enforcement Centre is based). If you are not clear about which Court authorised the bailiff's certificate, contact your local County Court who will be able to assist you.

If your possessions are seized you will be left a Notice of Seizure of Goods and an inventory (list of items seized) together with a copy of this warrant.

Authorised by the Traffic Enforcement Centre	<input type="text" value="Date:"/>	<input type="text" value="Time:"/>
Issued to the Enforcement Officer	<input type="text" value="Date:"/>	<input type="text" value="Time:"/>

Drawn upon the authority of: The Traffic Enforcement Centre at Northampton County Court Bulk Centre, St Katharine's House, 21 – 27 St Katharine's Street, Northampton, NN1 2LH (Telephone 08457 045007)

Request to transfer to another county court for enforcement - unpaid penalty charge

Applicant
Authority identifier

Penalty Charge no.

<p>Numbers of all other penalty charges to be considered (<i>write n/a if not applicable</i>)</p> <p>Please transfer to the court named below as I wish to take Charging Order/Garnishee Order/Oral Exam/Attachment of Earnings proceedings</p>

I certify that (*please tick appropriate box*)

<input type="checkbox"/>	the warrant of execution issued on (date) expired/has been deleted/has had no relevant return (<i>delete as appropriate</i>)
<input type="checkbox"/>	no attempt was made to enforce by execution because (<i>give reasons, using a separate sheet if necessary</i>)

The order for recovery of unpaid penalty charge was served on the respondent on (date) and the relevant period has elapsed since service of the order on the respondent.

Respondent details

Name(s) _____

Address(es) _____

Other details

Amount of charge and fee	
Subsequent costs (if any)	
Less payment made (if any)	
Total due	

Court to which case to be transferred

Name of court _____ Court code _____

Address _____

Signed _____ (For local authority) Dated _____

Issued by: The Traffic Enforcement Centre at Northampton County Court, Bulk Centre, St Katharine's House, 21/27 St Katharine's Street, Northampton, NN1 2LH (Telephone: 08457 045007)

PE10 - request for transfer to another county court for enforcement - unpaid penalty charge

LONDON BOROUGH OF NORTHFORD
NORTHFORD HOUSE
BRIDGE STREET
NORTHFORD
NF1 3DC

MR AND MRS HILL
HILL HOUSE
HILL STREET
OXMOUTH

UNPAID PENALTY CHARGE

NO: TR0000001 A O

105.00

DD-MMM-YYYY

I certify that this is a true extract
of the court record in this case



(for) Court Manager

Dated: DD-MMM-YYYY

This certificate is issued for the purpose of issuing **ORAL EXAMINATION**
in **MUGSBOROUGH** County Court

The present address of the defendant is that shown on the record card

Indorsement on certificate of judgement (transfer) (Order 25, rule 2(2)(b))
N313

Request to reissue an order for recovery of unpaid penalty charge

Applicant: _____

Penalty Charge no: _____

Authority identifier: _____

I certify that

- 14 days have elapsed since service of the charge certificate
- full payment has not been received from the respondent(s)
- service has not been effected as the order has been returned by the Post Office

I request that the order for recovery of this unpaid penalty charge be reissued.

I confirm the respondent details:

Name(s) _____

Address(es) *(please confirm old, or specify new address for service)*

Vehicle registration no. _____

Signed _____

(for the local authority)

Dated _____

To the Applicant:

The seal on this document authorises the reissue of the order for recovery of the unpaid penalty charge recorded on the accompanying schedule (except for those, which have been cancelled).

Note: An order for recovery of an unpaid penalty charge can only be reissued where the original order has not been served. If the request for reissue is granted, you **must** amend the date on the order (PE2) to reflect the new date of issue.

Dated

SEAL

Penalty Charge Offence Codes

Parking

Code	Description
1	Parked in a restricted street during perscribed hours.
2	Parking or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force.
4	Parked in a meter bay when penalty time indicated.
5	Parked after the expiry of paid for time at a pay & display bay.
6	Parked without displaying a valid pay & display ticket.
7	Parked with payment made to extend stay beyond initial time ('meter feeding').
8	Parked at an out-of-order meter during controlled hours.
9	Parked displaying multiple pay & display tickets where prohibited.
10	Parked without clearly displaying two valid pay and display tickets when required.
11	Parked without payment of the parking charge
13	LOW EMISSION ZONE
14	Parked in an electric vehicles' charging place during restricted hours without charging
15	Parked in residents' parking space without displaying a valid resident's parking permit.
16	Parked in a permit space without displaying a valid permit.
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited.
19	Parked in a parking place without clearly displaying the required permit or pay and display ticket
20	Parked in a loading gap marked by a yellow line.
21	Parked in a suspended bay/space or part of bay/space.
22	Re-parked in the same parking space within one hour of leaving.
23	Parked in a parking space or area not designated for that class of vehicle.
24	Not parked correctly within the markings of the bay or space.
25	Parked in a loading place during restricted hours without loading.
26	Vehicle parked more than 50 cm from the kerb and not within a designed parking space.
27	Parked adjacent to a dropped footway.
30	Parked for longer than permitted.
35	Parked in disc parking place without clearly displaying a valid disc.
36	Parked in a disc parking space for longer than permitted.
40	Parked in a designated disabled person's parking place without clearly displaying a valid disabled person's badge.
41	Parked in parking place designated for diplomatic vehicles.
42	Parked in parking place designated for police vehicles.
45	Parked on a taxi rank.
46	Parked on a clear way where stopping is prohibited.
47	Parked on a restricted bus stop/stand.
48	Stopped in a restricted area outside a school.
49	Parked wholly or partly on a cycle track.
55	A commercial vehicle parked in a restricted street in contravention of the Overnight Waiting Ban.
56	Parked in contravention of a commercial vehicle waiting restriction.
57	Parked in contravention of a coach ban.
60	Parked on an urban road with one or more wheels resting on a footway, land between two carriageways, grass verge or space.
61	A heavy commercial vehicle wholly or partly on a footway, verge or land between two carriageways.
62	Parked with one or more wheels on any part of an urban road other than a carriageway (Footway parking)
63	Parked with engine running where prohibited.

70	Parked in a loading area during restricted hours without reasonable excuse.
73	Parked without payment of the parking charge
74	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited
80	Parked for longer than maximum period permitted.
81	Parked in a restricted area in a car park.
82	Parked after the expiry of time paid for in a pay & display car park.
83	Parked in a pay & display car park without clearly displaying a valid pay & display ticket.
84	Parked with additional payment made to extend the stay beyond time first purchased.
85	Parked in a permit bay without clearly displaying a valid permit.
86	Parked beyond the bay markings.
87	Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge.
89	Vehicle parked exceeds maximum weight and/or height permitted in the area.
90	Re-parked within one hour of leaving a bay or space in a car park.
91	Parked in an area not designated for that class of vehicle.
92	Parked causing an obstruction.
93	Parked in a car park when closed.
94	Parked in a pay and display car park without clearly displaying two valid pay and display tickets when required
95	Parked in a parking place for a purpose other than the designated purpose for the parking place
96	Parked with engine running where prohibited
99	Stopped on a pedestrian crossing and/or crossing area marked by zigzags.

Bus Lanes/Vehicle Emissions/Congestion Charging & Moving Traffic

Code	Description
17	The use or keeping of vehicle on a road charging area to which a charging scheme applies without payment of the appropriate charge.
31	Entering and stopping in a box junction when prohibited.
32	Failing to drive in the direction shown by the arrow on a blue sign.
33	Using a route restricted to certain vehicles.
34	Vehicle seen contravening bus lane.
37	Failing to comply with a give way to oncoming vehicles sign.
48	Stopped in a restricted area outside a school.
50	Failing to comply with a sign indicating a prohibited turn.
51	Failing to comply with a no entry sign.
52	Failing to comply with a sign indicating a prohibition on certain types of vehicles.
53	Failing to comply with a sign indicating a restriction on vehicles entering a pedestrian zone.
54	Failing to comply with a sign indicating a restriction on vehicles entering and waiting in a pedestrian zone.
58	Using a vehicle on a restricted street during prescribed hours without a valid permit.
59	Using a vehicle on a restricted street during prescribed hours in breach of permit conditions.
67	Vehicle emissions exceed the permitted level.
68	Engine running while stationary (vehicle emissions).

London Authorities

<u>PREFIX CODE</u>	<u>LOCAL AUTHORITY</u>
BA	BARNET
BD	BARKING AND DAGENHAM
BL	BEXLEY
BT	BRENT
BY	BROMLEY
CD	CAMDEN
CL	CITY OF LONDON
CN	CAMDEN
CR	CROYDON
EA	EALING
EN	ENFIELD
GF	TRANSPORT FOR LONDON
GN	GRENNWICH
GR	GREENWICH
GT	TRANSPORT FOR LONDON
HF	HAMMERSMITH AND FULHAM
HG	HAVERING
HK	HACKNEY
HN	HILLINGDON
HR	HARROW
HW	HOUNSLOW
HY	HARINGEY
HZ	HAMMERSMITH AND FULHAM
IS	ISLINGTON
KC	KENSINGTON AND CHELSEA
KT	KINGSTON UPON THAMES
LH	LAMBETH
LM	LEWISHAM
MT	MERTON
NE	NEWHAM
RB	REDBRIDGE
RT	RICHMOND UPON THAMES
SO	SOUTHWARK
SU	SUTTON
TH	TOWER HAMLETS
WA	WANDSWORTH
WE	WESTMINSTER
WF	WALTHAM FOREST
WM	WESTMINSTER
WS	WESTMINSTER

**Statutory Declaration – unpaid penalty charge
(Vehicle Emissions)**

Traffic Enforcement Centre Northampton County Court Bulk Centre St Katharine's House 21-27 St Katharine's Street Northampton, NN1 2LH	Penalty Charge Number	
	Vehicle Registration Number	
	Applicant	
	Location of Contravention	
	Date of Contravention	

Give full details and tick the box which applies. You must ensure that all details above are correctly entered from the Order for Recovery of unpaid fixed penalty notice. You must then have the form sworn before a Commissioner for Oaths (e.g. a Solicitor), a Justice of the Peace (at any Magistrates Court) or an officer of your local county court before sending the declaration to the Traffic Enforcement Centre at the above address. You may have to pay.

I, (full name and address of the respondent including postcode), please complete this form in BLOCK CAPITALS and in black ink.

The above named respondent, declare that: (tick the box, which applies)

- I did not receive the fixed penalty notice
- I made a request for a variation of fixed penalty to the authority pursuant to Regulation 19 of the Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002, but did not receive notification that the amount of the fixed penalty had been reduced or (as the case may be) that my request had been refused nor of the amount that was payable

My reasons are (give full reasons)

Important: Filing a false declaration knowingly and wilfully is a criminal offence under Section 5 of the Perjury Act 1911 and you may be imprisoned for up to 2 years or fined or both.

I do solemnly and sincerely declare that the information given here is true.

Signed:	Dated:
---------	--------

Declared at: _____ in the

This _____ day of _____ 20

Before me _____ at*

Commissioner for Oaths/Officer of the Court appointed by the Judge to take affidavits/Justice of the Peace (Please delete as appropriate)

***The Statutory Declaration will not be accepted without a full postal address. Any amendments to your forms will require them to be re-witnessed**

NOTE: If the form is not completed and sworn in accordance with the instructions above it cannot be accepted.
Form PE3 Statutory Declaration unpaid penalty charge (CPR Part 75)

Notification that a statutory declaration has been rejected – unpaid penalty charge

The Respondent's name and address



Penalty charge no.

Vehicle registration number.

Your statutory declaration has been rejected, as it has not been signed or has not been signed by the named respondent. Please sign your statutory declaration and return your form back to the court.

If you do not return your statutory declaration within the time allowed, the court will not be able to accept it.

IF YOU WISH TO PURSUE THE MATTER YOU SHOULD CONTACT THE LOCAL AUTHORITY DIRECTLY AT THIS ADDRESS:

LONDON BOROUGH OF
ANYTOWN
Address and telephone no.

Dated: DD-MMM-YY

This order is issued by: The Traffic Enforcement Centre at
Northampton County Court
St Katharines House
21/27 St Katharines Street
Northampton
NN1 2LH

Telephone: 08457 045007

PE6D Notification that a statutory declaration has been rejected – unpaid penalty charge (CPR Part 75)

Notification that a statutory declaration has been rejected – unpaid penalty charge

The Respondent's name and address



Penalty charge no.

Vehicle registration number.

Your statutory declaration has been rejected, as you have selected more than one ground stated on the order for recovery of unpaid penalty charge. Clearly state which ground you wish to dispute this order for recovery and return your statutory declaration to the court.

If you do not return your form within the time allowed, the court will not be able to accept it.

IF YOU WISH TO PURSUE THE MATTER YOU SHOULD CONTACT THE LOCAL AUTHORITY DIRECTLY AT THIS ADDRESS:

LONDON BOROUGH OF
ANYTOWN
Address and telephone no.

Dated: DD-MMM-YY

This order is issued by: The Traffic Enforcement Centre at
Northampton County Court
St Katharines House
21/27 St Katharines Street
Northampton
NN1 2LH

Telephone: 08457 045007

PE6E Notification that a statutory declaration has been rejected – unpaid penalty charge (CPR Part 75)

Notification that a statutory declaration has been rejected – unpaid penalty charge

The Respondent's name and address



Penalty charge no.

Vehicle registration number.

Your statutory declaration has been rejected, as the person who witnessed your form has not provided a full address. Please refer your statutory declaration back to the person who witnessed it for the necessary amendments and return your form.

If you do not return your form within the time allowed, the court will not be able to accept it.

IF YOU WISH TO PURSUE THE MATTER YOU SHOULD CONTACT THE LOCAL AUTHORITY DIRECTLY AT THIS ADDRESS:

LONDON BOROUGH OF
ANYTOWN
Address and telephone no.

Dated: DD-MMM-YY

This order is issued by: The Traffic Enforcement Centre at
Northampton County Court
St Katharines House
21/27 St Katharines Street
Northampton
NN1 2LH

Telephone: 08457 045007

PE6F Notification that a statutory declaration has been rejected – unpaid penalty charge (CPR Part 75)

Order for Recovery of unpaid penalty charge (Vehicle Emissions)

To the respondent

Penalty Charge No.	
Vehicle Registration No.	
Applicant	
Location of contravention	
Date of contravention	
Amount of Charge	
Court Registration Fee	
Total	

An order to recover a penalty charge has been made against you at the Traffic Enforcement Centre at Northampton County Court.

Dated

YOU MUST WITHIN 21 DAYS (of the date shown on the postmark) **EITHER**

- Pay the total amount due (shown above) to:

All payments and enquiries must be directed to this address. If you need any help or further information you may ring this number:
xxxx xxxx xxx

- OR, File a statutory declaration on the enclosed form and send it to the Traffic Enforcement Centre at the address given below.

The declaration must be signed before a commissioner for oaths (e.g. a solicitor), or an officer of any county court appointed by a judge to take affidavits or a justice of the peace (at any Magistrates Court). (Please ensure that they have included their full postal address). You may have to pay a fee.

NOTE: The only grounds on which you can make a Statutory Declaration are:

1. You did not receive the fixed penalty notice.
2. You made a request for a variation of the fixed penalty to the authority pursuant to Regulation 19 of the Road Traffic (Vehicle Emissions) (Fixed Penalty) Regulations 2002, but did not receive notification that the amount of the fixed penalty had been reduced or (as the case may be) that your request had been refused nor of the amount that was payable.

Filing a false declaration knowingly and wilfully is a criminal offence under Section 5 of the Perjury Act 1911 and you may be imprisoned for up to 2 years or fined or both.

If you need more time in which to file your statutory declaration, write immediately to the Traffic Enforcement Centre at the address given below, stating:

- Your full name and address
- The Local Authority concerned
- How much time you need to file your statutory declaration
- Vehicle registration number
- The penalty charge number (shown above)
- The reasons why you require more time.

If you do nothing your possessions may be removed and sold to pay this charge.

Drawn on the authority of: **The Traffic Enforcement Centre at Northampton County Court Bulk Centre, St. Katharine's House, 21 – 27 St Katharine's Street, Northampton, NN1 2LH (Telephone: 08457 045007)**
PE2 – Order for Recovery of unpaid penalty charge

Application to file a Statutory Declaration Out of Time

Traffic Enforcement Centre Northampton County Court Bulk Centre St Katharine's House 21-27 St Katharine's Street Northampton, NN1 2LH	Penalty Charge Number	
	Vehicle Registration Number	
	Applicant	
	Location of Contravention	
	Date of Contravention	

This declaration must be sworn before a Commissioner for Oaths (e.g. a Solicitor), a Justice of the Peace (at any Magistrates Court) or an officer of your local county court before sending the declaration to the Traffic Enforcement Centre at the above address. You may have to pay a fee.

I, (full name and address of the respondent including postcode), please complete this form in BLOCK CAPITALS and in black ink.

The above named respondent applies for leave to file a Statutory Declaration out of time.

My reasons for filing the Statutory Declaration outside the given time are as follows:
 (Do **not** give your reasons for appeal against the original penalty charge on this form).

Important: Filing a false declaration knowingly and wilfully is a criminal offence under Section 5 of the Perjury Act 1911 and you may be imprisoned for up to 2 years or fined or both.

I do solemnly and sincerely declare that the information given here is true.

Signed:	Dated:
---------	--------

Declared at: _____ in the _____

This _____ day of _____ 20____

Before me _____ at*

Commissioner for Oaths/Officer of the Court appointed by the Judge to take affidavits/Justice of the Peace
 (Please delete as appropriate)

***The Statutory Declaration will not be accepted without a full postal address**
Any amendments to your forms will require them to be re-witnessed

NOTE: If the form is not completed and sworn in accordance with the instructions above it cannot be accepted.
 Form PE2 Statutory Declaration unpaid penalty charge (CPR Part 75)



HM Courts
& Tribunals
Service

Northampton County Court

Traffic Enforcement Centre

Applicant Data File User Guide

A number of sections of the *User Guide* may make reference to relevant legislation. There is no attempt within the *User Guide* to interpret specific legislation, but where statutory requirements exist, these naturally take precedence over the *User Guide*.

Last Updated	16.1.12
Issue Date	16.1.12
Owner	TEC Data File Team
Product Version	3.0

Document Control

Revision History

Synopsis	The purpose of this document is to provide instructions on how to produce a data file in order to request a registration of an unpaid penalty charge and request authority to prepare a warrant of execution. NB. A number of sections may make reference to relevant legislation. There is no attempt to interpret specific legislation, but where statutory requirements exist, these naturally take precedence over the user Guide.		
Version	Date	Significant Changes	Change Owner
0.1		First draft	Vicky McCall
0.2	May 2011	Second draft	Vicky McCall
0.3	21.11.11	See embedded document of changes below:  TEC Data File User Guide Review 19.10.	Selina Forde
Reference			

Reviewers

Reviewer	Organisation	Role
Cid Spooner	HMCTS - CCBC	CCBC Operations Manager
Selina Forde	HMCTS - CCBC	Data File Delivery Manager
Rebecca McVeigh	HMCTS - CCBC	TEC Team Leader
Fiona Tredgett	HMCTS - CCBC	Data File Team Leader
Steve Belsom	HMCTS - CCBC	TEC Fees Clerk

Glossary

Term	Definition
TEC	Traffic Enforcement Centre
CCBC	County Court Bulk Centre, Northampton
GCSX	Government Secure Connect Extranet
CJSM	Criminal Justice Secure Email
PCN	Penalty Charge Number
HMCTS	Her Majesty's Courts and Tribunal Service
CPR	Civil Procedural Rules

Contact Details

Traffic Enforcement Centre
Northampton County Court Bulk Centre
St Katharine's House
21-27 St Katharine's Street
NORTHAMPTON
NN1 2LH
DX 702885 Northampton 7

Tel: 0845 704 5007 / 01604 619450
Fax: 0845 408 5317 / 0845 408 5318
Email general queries: tec.bulkcentre@hmcts.gsi.gov.uk
Email data file queries: tecfees@hmcts.gsi.gov.uk
Email data files : cpcbbulkcustomer@hmcts.gsi.gov.uk

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1. INTRODUCTION

Any applicant wishing to make use of the Traffic Enforcement Centre (TEC) for the purposes of enforcing unpaid penalty charges under the Road Traffic Act 1991, the Enforcement of Road Traffic Debts (Amendment) Order 2001 and the Traffic Management Act 2004 shall be a local authority or the authority's solicitor.

- 1.1. The local authority must obtain permission from the TEC before beginning to use TEC facilities.
- 1.2. Failure to adhere to the guidelines set out in the user guide may result in the penalty charge becoming unenforceable.
- 1.3. Before submitting requests for registrations or warrants of execution, the local authority shall submit 'test' data for processing by the TEC at least six weeks prior to the planned start date for live running. The local authority and the TEC shall confirm the accuracy of the output produced from the test data as acceptable, before registration of live unpaid penalty charges may commence. A sample copy of the order for recovery, statutory declaration, witness statement and warrant of execution will need to be approved by the TEC before any live registrations can be processed.
- 1.4. A timetable for receipt of data and projected volumes shall be agreed between the local authority and the TEC once satisfactory 'test' data has been provided. The local authority shall liaise with the TEC and agree a timetable or pattern for work to be submitted to the TEC. The timetable may need to be updated periodically.

A local authority may forward registration and warrant of execution requests to the TEC by electronic transfer or manual secure email. Once the local authority has passed testing, the files must be received before 10.00am. Any files received after this time will be processed on the following working day.

Electronic Transfer

The local authority may submit requests by electronic transfer. The interface is accessible via a windows 95, 98, XP, Vista or NT client and a RAS dialup link. On completion of testing, the local authority will be allocated a username and password to be used on a live system. This will allow the local authority to access the server for the upload of files, which firstly needs to be compressed or zipped.

A unique directory is assigned to deposit files. Multiple files can be transmitted within a single zip archive (i.e. registrations or warrants). The data file must be transferred by 10.00am. Failure to send the data file with documentation will result in the data being processed the following day. Files are automatically deleted after processing.

Please see the electronic transfer information pack on details on how to dialup, connect and deposit files onto your directory in Annex 1.

'Manual' Secure Email

This is a method where your data file for registrations and warrants are sent to the TEC via a secure email address and is processed with human intervention. If you do not have an email address that contains GCSX (Government Secure Connect Extranet), you will need to apply for a CJSM (Criminal Justice Secure Email) secure email account. A CJSM account is acquired by logging onto the CJSM website: <https://www.cjsm.net/>.

To submit your data file, please send them to cpcbbulkcustomer@hmcts.gsi.gov.uk. The data file must be transferred by 10.00am. Any failure to send the data by this deadline will result in the data being processed the following day.

2. REGISTERING A PENALTY CHARGE

- 2.1 All requests for registration and enforcement shall be directed to the TEC for authorisation to issue.
- 2.2 For the purposes of calculating whether the required time has elapsed since service of the charge certificate, the TEC will accept requests for registration if 15 days or more have elapsed since the date of service of the charge certificate.

An appropriate fee shall accompany each request for registration received.

- 2.3 The Local authority cannot serve an order for recovery on the respondent without first receiving the authorisation certificate from the TEC.
- 2.4 The following details for registration of an unpaid penalty charge shall be given to the TEC:
 - The penalty charge number, the local authority identifier and a numeric suffix (to identify multiple issues of a charge certificate for the same penalty charge number). The penalty charge number will contain a two letter Local authority identifier, a unique seven digit number which is calculated using the standard algorithm. **For instructions on PCN numbering please refer to Annex 2.**
 - The name and address of the respondent, this must include the postcode.
 - The date the charge certificate was served.
 - The amount of registrations, plus the total amount of fees incurred.
 - The vehicle registration number.
 - The nature of the contravention for which the penalty charge notice was issued (identified by a standard code of two numeric characters).
 - A signed global certificate.
 - An advice note.
- 2.5 Rules of Court require certain details to be certified for each registration. As it is considered impractical to require individual certificates to be filed, a 'global' certificate covering all items in a batch of warrant requests certifying that:

- The order for recovery with the accompanying statutory declaration/witness statement was served on the respondent in accordance with CPR 75.3 (4).
 - 21 days have elapsed since the service of the registration order.
 - Full payment has not been received.
 - No statutory declaration / witness statement has been filed.
 - No time extension has been approved.
 - The respondent lives in England or Wales.
- 2.6 The local authority's registration shall be validated by the TEC to ensure that:
- All the necessary information has been provided
 - All the validation rules have been obeyed
 - The number used for each penalty charge is unique
 - Suffixes are used strictly in ascending order
- 2.7 A sealed authority to issue an order to recover unpaid penalty charges shall be produced by the TEC for all valid registrations and the TEC will email this on the same working day.
- 2.8 Where validation or procedural errors exceed a maximum of nine per batch, the TEC shall return the data to the Local authority with details of the errors found and confirmation that no registrations have been accepted.

3. WARRANTS OF EXECUTION

- 3.1 No fee is required for a warrant of execution.
- 3.2 A sealed authority to prepare a warrant of execution shall be produced by the TEC for all warrants of executions received. These will be processed and emailed to the Local authority.
- 3.3 The local authority cannot issue a warrant of execution without first receiving the authorisation certificate from the TEC.
- 3.4 The local authority cannot consolidate warrants of execution, as this practice is contrary to current county court procedures.
- 3.5 On receipt of an authority from the TEC for the issue of a warrant of execution, the local authority shall produce the warrant within seven days from the date of authorisation.
- 3.6 The warrant must be forwarded to a certificated bailiff for execution. The warrant must be enforced as a county court warrant. The certificated bailiff must have the warrant in their possession when they visit a person or premises with a view to enforcing it. The warrant must be produced on demand to anyone who has reasonable grounds to see it.

- 3.7 The local authority shall withdraw an unsatisfied warrant from the bailiff 12 months from the date of issue. The TEC will therefore consider a warrant to have 'expired' one year after the date of authorisation.
- 3.8 The local authority's warrant of execution requests shall be validated by the TEC to ensure that:
- All the necessary information has been provided.
 - All the validation rules have been obeyed.
 - The unpaid charge numbers have already been registered.
 - The suffixes used are the same as those used for the registrations.
- 3.9 Where validation or procedural errors on the data sent exceed a maximum of 19 per batch, the TEC shall return the data to the local authority with details of the errors found and confirmation that no warrants have been issued.
- 3.10 In addition to validation errors, requests may be rejected for the following reasons:
- The time for filing a statutory declaration / witness statement has not expired.
 - A time extension has not yet expired.
 - A statutory declaration / witness statement has been filed.
 - The statutory declaration / witness statement has been pended awaiting a decision on its validity.
 - The record has been transferred to another court for enforcement.
 - There is already a warrant in existence.

4. GLOBAL CERTIFICATE AND ADVICE NOTE

- 4.1. The local authority shall submit an advice note with each file sent. The advice note may be emailed to tecfees@hmcts.gsi.gov.uk or faxed but must be received at TEC before 10.00am. Failure to submit this documentation will result in the data being processed the following working day. The advice note shall include the following:

Registrations

- Authority identifier
- Batch identifier
- Total number of registrations
- Production date
- Total fees

Warrants

- Authority identifier
- Batch identifier
- Total number of warrants
- Production date

4.2. Rules of court require certain details to be certified for each registration. As it is considered impractical to require individual certificates to be filed, a 'global' certificate covering all items in a batch of requests should be sent to the TEC. The global certificate may be emailed or faxed but must be received at TEC before 10.00am. Failure to submit this documentation will result in the data being processed the following working day. The global certificate must be signed by an authorised officer of the local authority confirming the amount of each registration and certifying:

- That the notice to owner / enforcement notice / penalty charge notice was served on the respondent.
- That 14 days have elapsed since service of the charge certificate(s) by the local authority.
- That full payment has not been made.
- That the respondent lives in England or Wales.

Please refer to Annex 3 & 4 for template copies of the Global Certificate and Advice Note.

5. DATA FILE FORMAT

5.1. Data File Contents

The data file shall consist of:

- A file header at the start of the file and a file trailer at the end, identifying the local authority and containing control information about the file.
- A batch header at the start of the file and a file trailer at the end, identifying the local authority and containing control information about the batch.
- Request data for each of the penalty charges to be registered, or unpaid charges to be enforced by warrant.

Please refer to Annex 5 for instructions on data file structures.

5.2. The format for the zipped file is **AA_0001.zip**. **AA** relates to the 2-character Local authority identifier, **0001** relates to a notional sequence number starting from 0001 and incremented by one each time a zipped file is sent. This sequence number should not be confused with the media sequence numbers of the files contained within the Zip file. For example, the zipped file AA_0001.zip may contain data files RAA999YY and WAA999YY.

5.3. Disks, Files and Batches

Each disk must have:

- A label with the date the disk was produced and the unique disk identifier in the format **AA999YY** where:
- **AA** is the 2-character local authority identifier
- **999** is the ascending sequential disk number which is allocated by the local authority
- **YY** is the year in which the disk was produced.

The disk may contain:

- Two files (both a file of requests to register unpaid charges and a file of requests to issue warrants); or
- A single file (either a file of requests to register unpaid charges or a file of requests to issue warrants).

5.4. Each file must have a unique file identifier in the format **RAA999YY** (for registrations) where:

- **R** is the type (in this case, registration)
- **AA** is the 2-character local authority identifier
- **999** is the sequential number of the file (warrants and registrations must be sequenced separately; local authorities are responsible for sequentially numbering the file)
- **YY** is the year in which the file was produced

Note:

The file identifier is the file title and is also a data item in the file header record

All records in the file will have a fixed length ASCII format.

All non-mandatory uncompleted fields shall be space filled. Character fields shall be left justified, right padded with trailing spaces and all numeric fields shall be right justified with leading zeros.

5.5. Each batch must have:

- a maximum of 2,000 records;
- a batch header, one or more request records and a batch trailer;
- a unique batch identifier in the format **RAA9999YY** (for registrations where:
- **R** denotes requests to register unpaid charges;

- **AA** is the 2 character local authority identifier;
- **9999** is the sequential number of the batch (there must be separate sequences for warrants and registrations; local authorities are responsible for sequentially numbering the batch); and
- **YY** is the year in which the batch was produced.

Please note:

- A batch of requests to issue warrants will be identified in the same way but will be prefixed by a **W** for Warrant.
- The batch identifier appears in all records in the batch
- Accompanying documentation summarising the information, which is contained in the batch, and certifying the validity of the data by means of a 'global' certificate. Local authorities sending requests via disk should normally send one batch per file. However, this will not be prescribed and the TEC system will process files which contain multiple batches.

5.6 All disks shall be destroyed by the TEC once processed. In the case of electronic transfer, once the files have been processed, they will be automatically archived.

Rejected Records

5.7 A batch will be rejected if:

- The Batch Identifier in the Batch Header does not match that in the Trailer.
- The Number of Requests does not match the number of records read in the batch.
- The Total Fees (for registrations only) is not consistent with the Number of Requests in the batch and the current fee rate.
- 10 Registration or 20 Warrant Request records are rejected because of format errors.
- The batch is empty i.e. contains no Requests.

5.8 A Registration Request Record will be rejected as invalid if it does not conform to all of the following rules:

- The Batch Identifier is consistent with that in the Batch Header record.
- The Penalty Charge Number has the same local authority identifier as in the Batch Header record.
- The Penalty Charge Number is unique for the local authority.
- The Penalty Charge Number check digit obeys the checksum rules.

- The Penalty Charge Number suffix is 0 for the first registration, and the previous suffix incremented by 1 for subsequent registrations. A Penalty Charge Number cannot be registered more than 10 times.
- **Lines 1 and 2 of Respondent Details must be present**, i.e. neither of these lines may be blank. A name and an address must be supplied although TEC software will not check for this. The respondent name should be in the format of title – forename – surname. If the vehicle is registered to a company, the full company name should be present in line 1.
- The Vehicle Registration Number must consist of alphabetic and numeric characters only with internal space characters removed, right padded with spaces.
- The nature of the contravention is the Contravention Code in the form of 2 numeric characters.
- The format for the Amount Due is 9999.99, with leading zeros. This is the amount of the fine plus costs outstanding at the time of registration **excluding** the registration fee which will be added automatically before the record is registered on the TEC database.

5.9 A Warrant Request Record will be rejected as invalid if it does not conform to all of the following rules:

- The Batch Identifier is consistent with that in the Batch Header.
- The Penalty Charge Number has the same Local authority identifier as in the Batch Header.
- Lines 1 and 2 of Respondent Details are both present. The 6 Respondent Detail lines will overwrite all the detail lines previously held in the TEC database record.
- The Vehicle Registration Number must be the same as that originally registered for the Penalty Charge number.
- The format of the Amount Due is correct. The Amount Due is the amount of the penalty charge plus costs outstanding at the time when the Warrant Request is submitted, **including** the registration fee. The amount will overwrite the amount previously held.

5.10 An input file cannot be processed unless the title is in the specified format. No suffix is allowed.

5.11 The date created field of the File Header and the Production Date field of the individual batches must hold valid dates but are for information and reference purpose only.

5.12 Batch identifiers must be unique or the batch will be rejected. Rejected batches must be allocated a new batch identifier before resubmission.

6 **ACCOUNTING REQUIREMENTS**

- 6.1 Payment of fees for the registration of unpaid penalty charges shall accompany the receipt of any requests for registration by the TEC or be payable in advance.
- 6.2 A deposit account facility is also available if required. Funds paid into this account are reduced by the value of each registration batch processed and the Local Authority is notified of the balance by the HMCTS Finance Department.
- 6.3 Payment can only be made by BACS or by cheque. All cheques shall be made payable to Her Majesty's Courts and Tribunals Service (HMCTS).

Please refer to Annex 5 for payment details.

ANNEXES

ANNEX 1: ELECTRONIC TRANSFER PACK

For the Electronic Transfer Pack, please see embedded document below.



Electronic Transfer
pack 12 10 06.doc

ANNEX 2: PCN NUMBERING SYSTEM

- Authorities must use a ten-character PCN identifier, as this is the DVLA format on the VQ4 enquiry request.
- The first characters should be a two alpha code (see Annex 6B).
- The next seven digits uniquely identify the PCN; this means that large PCN issuing Authorities have up to 10 million unique numbers before having to start again. As they may issue up to 1.5 million a year, and the duration of a PCN could be well over 12 months, this should be adequate.
- The final character will be a check digit calculated on a specific algorithm. The algorithm for the calculation of this check digit is given below.

The adoption of this system by all authorities and organisations, which may come into contact with PCN numbers, will provide a means to validate the number.

Check digit algorithm

The calculation is carried out on the full 9 character PCN identifier:

- convert each letter of the two letter prefix to numbers as follows:
 - A, B, C ... J become 1, 2, 3 0,
 - K, L ... T become 1, 2 ... 0,
 - U ... Z become 1 6
- complete the following calculation $(ax9) + (bx8) + (cx7) + (dx6) + (ex5) + (fx4) + (gx3) + (hx2) + (ix1)$, where 'a' to 'i' are the characters of the PCN number, in sequence
- Divide this by 11
- If the remainder from the division calculation is 10, use "A" as the check digit; otherwise use the remainder as the check digit
- If any part of the number is missing, the calculation should not be performed

Example: Calculating the check digit for the PCN **LR2468037**

STEP 1	Convert the letter prefix LR to numbers, i.e. 28
STEP 2	Multiply the characters of the PCN by 9, 8 ... 1 in sequence and add together the result of each multiplication, i.e. $(2 \times 9 = 18) + (8 \times 8 = 64) + (2 \times 7 = 14) + (4 \times 6 = 24) + (6 \times 5 = 30) + (8 \times 4 = 32) + (0 \times 3 = 0) + (3 \times 2 = 6) + (7 \times 1 = 7) = 195$
STEP 3	Divide 195 by 11
STEP 4	11 goes into 195 17 times with a remainder of 8, the check digit is 8

Incrementing the suffix

Zero **must** be the first suffix. Therefore, if the local authority code is **AA**, the penalty charge number is **0000001** and the check digit is **7**, the first penalty charge registered would have the number:

- **AA000000170**, the next: **AA000000171**, the next **AA000000172**, and so on, with the last number allowable as: **AA000000179**.

ANNEX 3: GLOBAL CERTICATES FOR REGISTRATIONS & WARRANTS

**GLOBAL CERTIFICATE FOR BATCH OF REGISTRATIONS
REQUEST TO REGISTER A BATCH OF PENALTY CHARGES**

AUTHORITY NAME:

AUTHORITY IDENTIFIER:

BATCH IDENTIFIER:

TOTAL NO. OF REQUESTS:

TOTAL FEES:

PRODUCTION DATE:

I certify that

- 14 days have elapsed since service of the charge certificates listed in this batch.
- Full payment has not been received from the keepers of the vehicles (respondents) and the amounts now due are as specified in the records in this batch.
- All addresses given are within the jurisdiction of England and Wales.

**Signed
(Authorised local authority officer)**

Dated

**GLOBAL CERTIFICATE FOR BATCH OF WARRANTS OF EXECUTION
REQUEST FOR AUTHORITY TO ISSUE A BATCH OF WARRANTS OF
EXECUTION**

AUTHORITY NAME:

AUTHORITY IDENTIFIER:

BATCH IDENTIFIER:

TOTAL NO. OF REQUESTS:

PRODUCTION DATE:

I certify that

- 21 days have elapsed since service of the orders for recovery of unpaid penalty charges listed in this batch.
- Full payment has not been received from the respondents and the amounts now due are as specified in the records in this batch.
- To my knowledge no requests for extensions of time have been approved.
- All addresses given are within the jurisdiction of England and Wales.

Signed
(Authorised local authority officer)

Dated

ANNEX 4: ADVICE NOTE

ADVICE NOTE

**REQUESTS FOR REGISTRATION OF UNPAID PENALTY CHARGES /
AUTHORITY TO ISSUE WARRANTS OF EXECUTION VIA ELECTRONIC
TRANSFER/SECURE EMAIL**

NAME OF ISSUING AUTHORITY:

AUTHORITY IDENTIFIER:

CONTACT NAME:

DISK IDENTIFIER:

PRODUCTION DATE:

1 FILE NAME(S) BATCHES NO. OF RECS BATCH FEE TOTAL FEE

DRAFT

NUMBER OF REGISTRATION REQUESTS FOR BUS LANE CONTRAVENTIONS	
NUMBER OF WARRANT REQUESTS FOR BUS LANE CONTRAVENTIONS	

ANNEX 5: DATA FILE STRUCTURES FOR REGISTRATIONS AND WARRANTS

Please see the embedded documents below.



FORMAT OF DATA
FILE - REGISTRATION



FORMAT OF DATA
FILE - WARRANTS.dc

ANNEX 6: PAYMENT DETAILS

COMPANY DETAILS:

Name: Traffic Enforcement Centre
Address: County Court Bulk Centre
St Katharine's House
21-27 St Katharine's Street
NORTHAMPTON
NN1 2LH

Contact: TEC Fees Clerk
Telephone Number: 01604 619404
Fax Number: 0845 408 5319
Email: tecfees@hmcts.gsi.gov.uk

CHEQUES

Please make cheques payable to HMCTS.

BACS BANK DETAILS

Sort Code: 08 33 00

Account Number: 12495775

Bank Name: Citibank
Government Banking Services
Canada Square
Canary Wharf
LONDON
E14 5LB

Please forward remittance advice notes to TEC (preferably by email to the address above) prior to BACS payments being made.

When making BACS payments please ensure you include TEC as the account name and also ensure that your local authority name is shown as the remitter's name to enable us to trace who has sent the payment.

HM Courts & Tribunals Service
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HM Courts
& Tribunals
Service

Northampton County Court

Traffic Enforcement Centre

Applicant Correspondence User Guide

A number of sections of the *User Guide* make reference to relevant legislation. There is no attempt within the *User Guide* to interpret specific legislation, but where statutory requirements exist these naturally take precedence over the *User Guide*.

Last Updated	01.08.11
Issued Date	TBC
Owner	V McCall
Product Version	4.0

Document Control

Revision History

Synopsis	The purpose of this document is to provide instructions for users with regards to the role of the Traffic Enforcement Centre and the authority within the correspondence process.		
Version	Date	Significant Changes	Change Owner
0.1	March 2011	First draft	R McVeigh/L Longden
0.2	May 2011	Second draft	V McCall
0.3	August 2011	Third draft	V McCall
0.4	December 2011	See embedded document of changes below:  TEC Correspondence User Guide Review 01	R McVeigh
Reference			

Reviewers

Reviewer	Organisation	Role
Cid Spooner	HMCTS - CCBC	CCBC Operations Manager
Selina Forde	HMCTS - CCBC	Data Systems & Customer Contact Office Manager
Rebecca McVeigh	HMCTS - CCBC	TEC Team Leader

Glossary

Term	Definition
TEC	Traffic Enforcement Centre
PCN	Penalty Charge Number
HMCTS	Her Majesty's Courts & Tribunals Service
CPR	Civil Procedure Rules

Contact Details

Traffic Enforcement Centre
Northampton County Court Bulk Centre
St Katharine's House
21-27 St Katharine's Street
NORTHAMPTON
NN1 2LH
DX 702885 Northampton 7

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1. INTRODUCTION

1.1 The Traffic Enforcement Centre (TEC), formerly known as the Parking Enforcement Centre (PEC) was established under Order 48B r (1) (a) of the County Court Rules 1981¹, to put into effect procedures for dealing with work arising from the implementation of the Road Traffic Act 1991 (section 78 and Schedule 6) and the Traffic Management Act 2004 (section 82). Civil enforcement of traffic contraventions has been revised and provisions extended in London through London local authority acts. The London Local Authorities Act of 1995 and 2000 widened the 1991 act powers for civil enforcement of parking and waiting restrictions in London. Civil enforcement of bus lanes by London authorities, on the basis of camera evidence of contraventions, was made possible by the London Local Authorities Act 1996. The Transport Act 2000 included powers to enable the appropriate national authority to make regulations to enable the civil enforcement of bus lanes generally across England and Wales. The London local authorities and Transport for London Act 2003 includes powers enabling the civil enforcement of certain moving traffic contraventions by London authorities. It is based at the County Court Bulk Centre and operates as Northampton County Court.

1.2 Civil Procedure Rules (CPR) 75 relates to the TEC. The TEC operates highly streamlined procedures supported by a computer system. It aims to produce and despatch an authority to issue an order for the recovery of unpaid penalty charges or warrants of execution, as a result of requests received via data file, within 24 hours of receipt, where the request is received before 10am. If received after 10am, the processing of all requests will be dealt with within 48 hours.

Note: *The TEC cannot guarantee these targets in abnormal circumstances such as major hardware failure.*

1.3 Once authorisation to use the TEC facilities is obtained from the TEC manager, it is the responsibility of the authority to fully adhere to the user guide. Failure to do so may result in referral to the operations manager / district judge, which could ultimately result in the suspension of debt registrations.

1.4 Cheque payments for a penalty charge received from the respondent at the TEC shall be returned to the respondent as the TEC has no facility to take payments from respondents. Cash payments shall be banked by the TEC and a payable order returned to the respondent in due course.

2. AUTHORITY TO REGISTER A PENALTY CHARGE

2.1 Any applicant wishing to make use of the TEC for the purposes of enforcing unpaid penalty charges under the Road Traffic Act 1991, the Enforcement of Road Traffic Debts (Amendment) Order 2001 and the Traffic Management Act 2004 shall be an authority or the authority's solicitor.

2.2 Failure to adhere to the guidelines set out in the registration details section may result in the penalty charge becoming unenforceable.

¹ Now Part 75 of the Civil Procedure Rules

3. THE ROLE OF THE TRAFFIC ENFORCEMENT CENTRE (TEC)

3.1 Staff at the TEC will:

- Authorise the preparation of an order for the recovery of unpaid penalty charges;
- Authorise the authority to reissue these orders where the original order has not been served;
- Process statutory declarations / witness statements received from respondents on the day of receipt if received before 4pm (this deadline may not be met in exceptional circumstances);
- Produce revocation notices as per the civil enforcement and parking contraventions (England), general regulations 2007 and CPR 75.8;
- Transfer registrations to the respondents local county court for other enforcement or as a result of a court officers order or N244 (general) application;
- Authorise the preparation of warrants of execution;
- Extend the time allowed for filing a statutory declaration / witness statement upon receipt of a valid request from the respondent. The maximum period that time can be extended by is one month from the end of the 36 day period.
- Process all correspondence received with 5 working days of receipt;
- Answer telephone queries;

3.2 Staff at the TEC will not:

- Give any advice on any procedure other than the court registration process. Court staff are not legally trained.

4. THE ROLE OF THE AUTHORITY

If after 14 days from service of the charge certificate, the charge still remains unpaid, the authority can apply to the TEC to recover the unpaid charge, as if it were payable under a county court order.

4.1 Authorities shall not issue an order for recovery / warrant of execution to the respondent before they are in receipt of the validation and authorisation reports;

4.2 Authorities shall ensure that the order for recovery along with the appropriate statutory declaration / witness statement are sent out to the respondent within 15 days of the date of registration with the TEC. They should be sent by first class post;

4.3 Authorities shall ensure that the order for recovery, statutory declaration, witness statement and warrant of execution documents have been approved by the TEC if any alterations are made;

4.4 Authorities shall provide the respondent with the date of contravention upon request;

4.5 Authorities shall provide the respondent with new statutory declaration / witness statement forms and applications to file the statutory declaration / witness statement 'out of time' upon request;

5. TYPES OF WORK

5.1 The TEC cannot register charges where the respondent resides outside England and Wales. Any charge registered and posted to an address outside England and Wales will not have been validly served;

5.2 Authorities that wish to transfer a registration for enforcement in Scotland must submit a Certificate of Money Provisions to be authenticated by the TEC as set out in Order 35, r5 of the County Court Rules 1981;

5.3 Respondents living on the Isle of Wight shall be treated as those in England and Wales but registrations for those living in the Isle of Man, the Channel Islands, and foreign countries, cannot be enforced (see Order 35 of the County Court Rules 1981).

6. REGISTRATION DETAILS

6.1 All registrations must comply with CPR 75.3. In addition to this, the following details for the registration of an unpaid penalty charge shall be given to the TEC:

- The penalty charge notice (PCN) number, the authority identifier and a numeric suffix (to identify multiple issues of a charge certificate for the same PCN) The PCN number will contain a two letter authority identifier, a unique seven digit number and a check digit which is calculated using the standard algorithm, (annex 1).
- A global certificate, certifying that full payment has not been made and an advice note.

7. SERVICE OF ORDERS AND REISSUE

Service of orders for recovery of unpaid penalty charges must comply with CPR 75.3(c) in addition to Part 6.

7.1 In order to calculate whether an application for the extension of time is necessary or whether a statutory declaration is 'in time', the TEC will accept valid responses from a respondent received within 36 days of the date of authorisation. The 36 day period consists of 15 days for the authority to produce and serve the statutory declaration/witness statement and 21 days for the respondent to reply. If an order for recovery is received, the TEC will use the date shown on the order;

7.2 After this period, regardless of whether a warrant has or has not been authorised by the TEC, a respondent cannot file a statutory declaration / witness statement. The respondent can instead make an application to file a statutory declaration / witness statement 'out of time' and there is no time limit for making such an application;

7.3 Please note that if it is unclear if the charge relates to the RTA or TMA, the TEC will be unable to provide the respondent with the appropriate forms;

7.4 If a valid out of time is processed, the TEC will email the authority and all enforcement action must be suspended immediately;

7.5 A copy of the application and all attached correspondence will be forwarded to the authority who then has 19 working days to respond to the application indicating whether they are going to consent to it, or oppose it;

7.6 If the authority accepts the application it will be processed by the TEC as if it had been received within time. The registration will be revoked in accordance with CPR 75.8, (annex 2) and the action will be referred back to the authority;

7.7 If the authority opposes the application within the 19 day period, the TEC will refer the case without hearing to a court officer for a decision. If the authority wishes to file a statement of case containing a statement of truth, affidavit or other evidence, this must be received by the TEC along with the notification to oppose the application. The response only relates to the reason the respondent filed the application out of time and not the original contravention;

7.8 The authority should either serve a copy of the rejection on the respondent or provide the TEC with two copies.

7.9 The TEC will serve a copy of the order on both parties. If the respondent's application is granted then the authority should inform the bailiff immediately.

Reissue of an order

7.10 The authority may request the reissue of the registration at a new address. A request to reissue an order for recovery of unpaid penalty charges (annex 3) should be submitted providing a new address for service for the respondent where applicable.

7.11 The TEC will amend the date of registration and no fee will be charged. The authority will be informed of the date of reissue and the authority must amend the date on the order before serving.

Until an order for recovery has been served, a warrant of execution or transfer for enforcement cannot be requested.

8. GENERAL APPLICATIONS

8.1 Once the court officer has made an order regarding the out of time application, any party affected by it may request a review of the order. A general (N244) application form may be used within 14 days of service of the decision (CPR 75.5 (3)). There is a fee to file this application;

8.2 If a hearing is requested the TEC will transfer the case to the respondent's local court. If no hearing is requested the TEC will refer the matter to the district judge.

8.3 On receipt of a valid application, the TEC will inform the authority to suspend enforcement action. Enforcement can only re-commence if the district judge orders that the respondent cannot file a statutory declaration / witness statement. The existing warrant can then still be enforced unless expired;

8.4 The authority should send the TEC a copy of the district judge's decision once it has been made;

9. RE-REGISTERING A PENALTY CHARGE

9.1 If a registration has been revoked following the filing of a valid statutory declaration / witness statement, the authority may issue a further registration for the same unpaid penalty charge at the TEC. However, the authority must ensure that:

- no appeal is pending;
- any response time allowed to a respondent for filing any documents or for payment has expired; and
- the penalty charge remains unpaid.

9.2 An authority registering an unpaid penalty charge for the second time should follow CPR 75.3. The authority must increment the numeric suffix by one to ensure that all unpaid penalty charge numbers remain unique. Each suffix must be sequentially numbered (with zero as the first suffix, followed by 1, etc.) and must be incremented each time the record is registered at the TEC for a further authorisation to be issued. A further registration fee must be paid each time an unpaid penalty charge is re-registered;

10. REISSUE WARRANTS OF EXECUTION

All warrant reissue requests should conform to CPR 75.7 and adhere to the format in annex 4.

11. TRANSFERS FOR ENFORCEMENT

All transfer requests should conform to CPR 75.9 and CPR 75.10 and adhere to the format in annex 5.

Consolidation

11.1 Where the court officer allows, the authority may combine information relating to different orders against the same respondent in any request or application made under rules 75.9 or 75.10

Processing the transfer application

11.2 After processing a transfer application, the TEC will forward all necessary details to the relevant county court. The court of transfer will notify the applicant when the case has been received and will issue a new claim number by which the matter will now be identified. This claim number should be quoted on any correspondence with the court of transfer as the case cannot be traced from the penalty charge number or vehicle registration number.

11.3 The authority may then submit direct to the court of transfer the relevant application form for the enforcement process it wishes to issue, together with the appropriate fee. The court of transfer will be able to provide all necessary application forms and a list of fees upon request.

ANNEXES

STANDARD ALGORITHM PCN NUMBERING SYSTEM:

- Authorities must use a ten-character PCN identifier, as this is the DVLA format on the VQ4 enquiry request.
- The first two characters must be alphabetical.
- The next seven digits uniquely identify the PCN; giving a maximum of 10 million unique numbers.
- The final character will be a check digit calculated on a specific algorithm. The algorithm for the calculation of this check digit is given below.
- The adoption of this system by all authorities and organisations, which may come into contact with PCN numbers, will provide a means to validate the number.

Check digit algorithm

The calculation is carried out on the full 9 character PCN identifier:

- convert each letter of the two letter prefix to numbers as follows:
 - A, B, C ... J become 1, 2, 3 0,
 - K, L ... T become 1, 2 ... 0,
 - U ... Z become 1 ... 6
- complete the following calculation $(ax9) + (bx8) + (cx7) + (dx6) + (ex5) + (fx4) + (gx3) + (hx2) + (ix1)$, where 'a' to 'i' are the characters of the PCN number, in sequence
- Divide this by 11
- If the remainder from the division calculation is 10, use "A" as the check digit; otherwise use the remainder as the check digit
- If any part of the number is missing, the calculation should not be performed

Example: Calculating the check digit for the PCN **LR2468037**

- STEP 1** Convert the letter prefix **LR** to numbers, i.e. **28**
- STEP 2** Multiply the characters of the PCN by 9, 8 ... 1 in sequence and add together the result of each multiplication, i.e. $(2 \times 9 = 18) + (8 \times 8 = 64) + (2 \times 7 = 14) + (4 \times 6 = 24) + (6 \times 5 = 30) + (8 \times 4 = 32) + (0 \times 3 = 0) + (3 \times 2 = 6) + (7 \times 1 = 7) = 195$
- STEP 3** Divide **195** by 11
- STEP 4** 11 goes into 195 17 times with a remainder of 8, the check digit is **8**

Incrementing the suffix

Zero **must** be the first suffix. Therefore, if the local authority code is **AA**, the penalty charge number is **0000001** and the check digit is **7**, the first penalty charge registered would have the number:

AA000000170, the next: **AA000000171**, the next **AA000000172**, and so on, with the last number allowable as: **AA000000179**.

Notification that a statutory declaration / witness statement has been filed – unpaid penalty charge

To the applicant:
LONDON BOROUGH OF ANYTOWN
Address



Penalty charge no.

Vehicle registration number.

The respondent filed a statutory declaration / witness statement on DD-MMM-YY
It is ordered that the order for recovery of unpaid penalty charge be revoked.
It is further ordered that the charge certificate be cancelled.

Respondent's name and address

Dated: DD-MMM-YY

Important note to respondent:

This order does NOT cancel the original Penalty Charge Notice. The Local Authority may well take further action about it. The Local Authority should inform you as soon as possible if it intends to do so.

This order is issued by:

The Traffic Enforcement Centre at
Northampton County Court
St Katharine's House
21/27 St Katharine's Street
Northampton
NN1 2LH

Telephone: 08457 045007

TE5B Notification that a statutory declaration / witness statement has been filed – unpaid penalty charge (CPR Part 75)

Request to reissue an order for recovery of unpaid penalty charge

Applicant :

Penalty Charge no:

Authority identifier :

I certify that

- 14 days have elapsed since service of the charge certificate
- full payment has not been received from the respondent(s)
- service has not been effected as the order has been returned by the Post Office

I request that the order for recovery of this unpaid penalty charge be reissued.

I confirm the respondent details :

Name(s) _____
Address(es) *(please confirm old, or specify new address for service)*

Vehicle registration no. _____

Signed _____

(for the local authority)

Dated _____

To the Applicant:

The seal on this document authorises the reissue of the order for recovery of the unpaid penalty charge recorded on the accompanying schedule (except for those, which have been cancelled).

Note: An order for recovery of an unpaid penalty charge can only be reissued where the original order has not been served. If the request for reissue is granted, you **must** amend the date on the order (PE2) to reflect the new date of issue.

Dated

SEAL

Issued by: The Traffic Enforcement Centre at Northampton County Court Bulk Centre, St Katharine's House, 21/27 St Katharine's Street, Northampton, NN1 2LH (Telephone: 08457 045007)

Warrant of Execution – unpaid penalty charge

Name and address of the respondent

Penalty Charge No.	
Vehicle Registration No.	
Applicant	
Location of contravention	
Date of contravention	
Amount Due (including court fee and any adjudication cost)	

To the certificated bailiff

The above named respondent has failed to pay a penalty charge registered at the Traffic Enforcement Centre at Northampton County Court as ordered. The Court has given authority to the above named applicant to issue this warrant to recover the sums shown.

You are instructed to seize in execution the goods, chattels and other property of the respondent authorised by law and raise there from the sums detailed above and your reasonable costs for executing this warrant listed in the Enforcement of Road Traffic Debts (Certificated Bailiffs) Regulations 1993.

Authorised by the Traffic Enforcement Centre

Issued to the Enforcement Officer

Date:

Time:

Date:

Time:

Drawn upon the authority of: The Traffic Enforcement Centre at Northampton County Court Bulk Centre, St Katharine's House, 21 – 27 St Katharine's Street, Northampton, NN1 2LH (Telephone 08457 045007)

Warrant of Execution – unpaid penalty charge

ANNEX 5

Request to transfer to another county court for enforcement - unpaid penalty charge

Applicant
Authority identifier

Penalty Charge no.

Numbers of all other penalty charges to be considered (<i>write n/a if not applicable</i>)
Please transfer to the court named below as I wish to take third party debt order/Attachment of Earnings proceedings

I certify that (*please tick appropriate box*)

<input type="checkbox"/>
<input type="checkbox"/>

the warrant of execution issued on (date) expired/has been deleted/has had no relevant return (*delete as appropriate*)
no attempt was made to enforce by execution because (*give reasons, using a separate sheet if necessary*)

The order for recovery of unpaid penalty charge was served on the respondent on (date) and the relevant period has elapsed since service of the order on the respondent.

Respondent details

Name(s) _____

Address(es) _____

Other details

Amount of charge and fee	
Subsequent costs (if any)	
Less payment made (if any)	
Total due	

Court to which case to be transferred

Name of court _____ Court code _____

Address _____

Signed _____ (For local authority) Dated _____

Issued by: The Traffic Enforcement Centre at Northampton County Court, Bulk Centre, St Katharine's House, 21/27 St Katharine's Street, Northampton, NN1 2LH (Telephone: 08457 045007)

TE10 - request for transfer to another county court for enforcement - unpaid penalty charge

ANNEX 6

Order on application to extend time limit for filing a witness statement/statutory declaration
– unpaid penalty charge

The Respondent's name and address

Penalty charge no.

Vehicle registration number.

Upon reading the respondent's application

It is ordered that the time for filing a witness statement/statutory declaration be extended until *DD-MMM-YY*.

To the applicant:

LONDON BOROUGH OF ANYTOWN

Dated: *DD-MMM-YY*

This order is issued by:

The Traffic Enforcement Centre at
Northampton County Court
St Katharines House
21/27 St Katharines Street
Northampton
NN1 2LH

Telephone: 08457 045007

TE4A Order on application to extend time limit for filing a statutory declaration / witness statement – unpaid penalty charge (CPR Part 75)

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