

# Penalty Charge Notice Challenge Form

Penalty Charge Notice number	<input type="text"/>	Date of issue	<input type="text"/>
Vehicle registration number	<input type="text"/>		
Full Name	Mr/Mrs/Miss/Ms/	<input type="text"/>	
Address	<input type="text"/>		
Postcode	<input type="text"/>		
Telephone	<input type="text"/>		
Email	<input type="text"/>		

Please explain what happened and why you feel that you should not have to pay the Penalty Charge Notice

Please enclose copies (not originals) of any documents or other evidence you are relying on to support your challenge

Signed	<input type="text"/>	Date	<input type="text"/>
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**Please note that the registered of the owner of the vehicle is liable for the charge even if they were not driving at the time of the contravention. The owner cannot transfer liability to the driver.**

Please return this form to the address below. We cannot accept verbal or telephone appeals.

An acknowledgement or decision in writing will be made within 10 working days of Parking Services receiving this challenge. If the Penalty Charge Notice is not waived, then the payment will remain at the discounted rate for a further 14 days after the decision has been made.

Bolton Council  
PO Box 434  
Bolton  
BL1 4FD

[parkingservices@bolton.gov.uk](mailto:parkingservices@bolton.gov.uk)

OFFICE USE ONLY
Action taken
Date
Initials
Authorised by