



**Traffic Penalty
Tribunal**

England and
Wales

Appeal On-line

www.trafficpenaltytribunal.gov.uk



Your Choice

The Traffic Penalty Tribunal is running a pilot project so that your appeal may be lodged either on-line or by post. Please do not send the same appeal to the Traffic Penalty Tribunal using both methods.

The Traffic Penalty Tribunal Adjudicators deal with appeals against penalties imposed for parking or bus lane contraventions by those councils in England (except London Authorities) and Wales that have been granted civil enforcement powers under the Road Traffic Act 1991 or under Regulations based on the Traffic Management Act 2004.

As an independent tribunal the Traffic Penalty Tribunal cannot offer advice to appellants, prospective appellants or councils on the merits of individual cases.

Appeal On-line

If you wish to appeal against the council's decision in its Notice of Rejection of Representations, you may now complete and lodge your Notice of Appeal with the independent adjudicator via the internet.

Simply go to **www.trafficpenaltytribunal.gov.uk** and click on the "Appeal On-line" option. Then enter your Personal Identification Number (PIN) which you will find on the council's Notice of Rejection of Representations which should accompany this leaflet.

On-screen guidance notes will assist you to complete and transmit the appeal form and you will receive an automatic confirmation message from the Traffic Penalty Tribunal that your appeal has been received.

Ensure Your Appeal is in Time

Whether you submit it electronically or by post, you have twenty-eight days starting from when you received the council's Notice of Rejection of Representation decision in which to lodge an appeal. You are deemed to have received the Notice of Rejection of Representations, two working days after the date of the Notice of Rejection of Representations. Appeals made outside this twenty-eight day deadline can only be submitted by post and you must explain on the form why your appeal is late.

Additional Evidence

If you now have more evidence than you submitted to the council when making your final representations to them, then additional evidence in support of your appeal may either be sent electronically or through the post. If you are sending it through the post it should be clearly marked with your name, the Penalty Charge Notice number(s) and the name of the council against which you are appealing.

If you do not wish to appeal using the on-line option you should complete the enclosed Notice of Appeal form and send it through the post to the Traffic Penalty Tribunal.

For more information on the adjudication process, visit the Traffic Penalty Tribunal's website at **www.trafficpenaltytribunal.gov.uk** or call us on **0161 242 5252**.