

Penalty Charge Notice (PCN) Challenge Form

Please complete this form and return it to Lancashire Parking Services, PO Box 1023, Preston, PR1 3ZA

Your case will be put on hold whilst we investigate your concerns and a reply will be sent within 10 working days.

All challenges must be made in writing. Due to strict audit procedures we are unable to accept verbal or telephone challenges.

PLEASE USE CAPITAL LETTERS WHEN COMPLETING THIS FORM

Penalty Charge Notice Number:	
Date of Issue:	
Vehicle Registration Number:	
Your Full Name:	
Your Full Address and Postcode:	
Full name and address of the owner/registered keeper of the vehicle (if different from above):	

Please note that the registered owner/keeper of the vehicle is liable for the penalty charge, even if they were not the driver of the vehicle on the date of the contravention. The owner/keeper cannot transfer liability to the driver.

Any documentation that can support your challenge should be attached to this form (e.g. pay and display tickets purchased, evidence of loading/unloading, copies of permits/season tickets/Blue Badge).

Please use the space below to explain what happened and why you feel that you should not have to pay the penalty charge (continue on a separate sheet of paper if necessary).

Signature:	
Date:	

Should your challenge be rejected, you will be given a further 14 days from the date of rejection to pay the reduced penalty. This 14 day extension is entirely at the discretion of Lancashire Parking Services. If your challenge does not reach us until after this 14 day period, you will be liable to pay the full cost of the charge should your challenge be rejected.

You can find more information on our website or by calling 0300 123 6713.