TO: **Parking Services Manager**
Dartford Borough Council
Civic Centre
Home Gardens
Dartford
DA1 1DR

PENALTY CHARGE NOTICE (PCN) APPEAL FORM

Please note that once your appeal is received, the Penalty Charge Notice (PCN) will go on hold and will remain on hold whilst your appeal is being considered.

If your appeal is received **within 14 days from the issue date of the Penalty Charge Notice** the fine will be held at £30.00.

Please make sure you attach any documents you feel are relevant in support of your appeal.

Blue Badge Scheme: If you are disabled please read your Blue Badge book before submitting an appeal (copy available from the Civic Centre Reception). This clearly explains how to display the disabled badge and clock and advises where you can and cannot park.

If, having read the Blue Badge book, you wish to appeal, please attach a photocopy of both sides of your disabled badge or write all the details from your badge on your appeal i.e. name of the person the badge is issued to, serial number, expiry date and the issuing authority.

NAME: …… ADDRESS: ……

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POSTCODE: ……

PCN NO: DT…… **REG NUMBER:** …… **PCN ISSUE DATE:** ……

BLUE BADGE DETAILS PROVIDED? YES/NO

REASON FOR APPEAL

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SIGNED: …….. DATE: ……

An acknowledgement will be sent via e-mail, however, a full reply to your appeal will be sent to your postal address.