**Processing a regulation 9 PCN**

**Contesting PCN** **Stages in processing** **Timeframe**

**Witness Statements**should be filed with  
TEC within 36 days  
(if filed at all, this is  
optional).

APPEALS to the  
adjudicator must be  
made after the NTO but  
before the Charge  
Certificate.  
Also after a **Notice of  
Rejection.**

Letters received after the NTO are called   
**REPRESENTATIONS**  
These are formal.

Apply to register debt  
with TEC (at cost of £8).

**Charge Certificate**  
Full PCN amount + 50%  
surcharge.

**Notice to Owner**  
Full PCN amount.

DVLA application for keeper details & response.

14 day discount period.

**Penalty Charge Notice**  
Full PCN amount less 50%  
discount.

F

Not before **21days**  
of the date of  
service of the  
Order for Recovery.

Not before **28 days**  
of the date of  
service of the  
Notice to Owner.

Not before **14 days**  
of the date of  
service of the  
Charge Certificate.

**Order for Recovery**  
of unpaid charges (parking)  
**& Witness Statement**  
Full PCN amount + 50% + £8.

Not before **28 days**  
of the date of   
the service of the  
Notice to Owner.

Letters received  
before the NTO are  
called  
**CHALLENGES.**These are informal.

**Warrant of Execution**  
(Passed to Enforcement Agents).