**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).