

Document Description Rep Reject Diplomatic					
Letter Title: Notice of Rejection					
<b>Dispatch Method</b>	Mail	<b>External Agency Name</b>	Liberty	<b>Document Source</b>	ICPS Letters
<b>Subject</b>	Representations				
<b>Postage Type</b>	1st class	<b>Enclosures</b>	9750 - 27 Your Right to Appeal		
<b>Covering Letter</b>	No				
<b>Paragraph Name</b>	<b>Sequence</b>	<b>Paragraph No</b>	<b>Paragraph</b>	<b>Paragraph type</b> Mandatory Elective Optional	
Name & Address			[ENTER RELEVANT DETAILS]	<b>M</b>	
Reference (PCN(s))			Our Reference: [DataElement]	<b>M</b>	
Date			DD/Month/YYYY	<b>M</b>	
Greeting			Dear [Insert relevant title paragraph] {Enter name but only if applicable and relevant to title},	<b>M</b>	
Title of Letter			Notice of Rejection	<b>M</b>	
Penalty Charge Notices			Penalty Charge Notice(s): [DataElement]	<b>M</b>	
Vehicle Registration Mark			Vehicle Registration Mark: [DataElement]	<b>M</b>	
Thank you for Rep			Thank you for your recent representation against the issue of the above mentioned Penalty Charge Notice(s) for Vehicle Registration Mark [DataElement].	<b>E</b>	
Thank you for rep third party			Thank you for the recent representation against the issue of the above mentioned Penalty Charge Notice(s) for Vehicle Registration Mark [DataElement]. This representation was made on your behalf by [insert free text].	<b>E</b>	
Ground & Reasons for Rep			In your representation you have stated [ENTER RELEVANT DETAILS SUMMARISING GRDS AND REASONS FOR REP]	<b>M</b>	
TfL Response			[ENTER RELEVANT DETAILS OUTLINING TfL's RESPONSE TO THE POINTS RAISED)	<b>M</b>	

Grounds not established			We have to advise you, therefore, that grounds for representation have not been established and this letter is issued as a formal Notice of Rejection under the Road User Charging (Enforcement and Adjudication) Regulations 2001 (as amended).	<b>M</b>
Reconsider Rep			We will reconsider your representation again if you can provide additional evidence such as [ADD DETAILS OF POSSIBLE EVIDENCE]. For us to reconsider this evidence we must receive it within 28 days of the date of service of this letter. It should be sent to Congestion Charging, [DataElement].	<b>O</b>
Full Payment Received			As we have received full payment for the Penalty Charge Notice(s), they are now closed and no further action will be taken in respect of these Notice(s).	<b>E</b>
Make Payment 1			You should now make payment for the outstanding Penalty Charge Notices. The amounts owed are listed at the foot of this Notice. Please note that those Notices at the discounted amount should be paid within 14 days to qualify for this discounted sum. These Notices will increase if not paid and then the full amount per Notice should be paid within 28 days. Those Penalty Charge Notices at the full amount should be paid within 28 days of service of this Notice.	<b>E</b>
Make Payment 2			You should now make payment for the outstanding Penalty Charge Notices. The amounts owed are listed at the foot of this Notice. The Penalty Charge Notices should be paid within 28 days of service of this Notice.	<b>E</b>
Make Payment 3			You should now make payment for the outstanding Penalty Charge Notices. The amounts owed are listed at the foot of this Notice. Please note that those Notices should be paid within 14 days to qualify for this discounted sum. These Notices will increase to the full amount if not paid and these should be paid within 28 days.	<b>E</b>
How to pay internet			To pay via the internet (using a credit/debit card) please visit our website at <a href="http://www.cclondon.com/paypenalty">www.cclondon.com/paypenalty</a> . Please have your Penalty Charge Notice number(s), Vehicle Registration Mark and your credit/debit card available.	<b>E</b>
How to pay call centre			To pay via the call centre (using a credit/debit card) please telephone 0845 900 1234 where you can use the automated telephone response system to pay the Penalty Charge(s). Please have your Penalty	<b>E</b>

			Charge Notice number(s), Penalty Charge Notice payment reference number(s) and your credit/debit card available (Please note that calls may be monitored or recorded for administration purposes).	
How to pay post			Alternatively, you may pay by post by tearing off the payment slip(s) at the bottom of the relevant enforcement notice(s) and completing the required details to pay by using credit/debit card, cheque or postal order. All cheques and postal orders should be made payable to 'Congestion Charging London' and be crossed and endorsed 'Account Payee'. Write the Penalty Charge Notice number(s) on the reverse of your cheque or postal order. Do NOT send cash through the post. Please send your payment to Congestion Charging, [DataElement].	<b>E</b>
Right to Appeal			You may appeal to the Parking and Traffic Appeals Service, an independent adjudication service, against this decision on specified grounds within 28 days of the date of service of this letter. The adjudicator will consider your appeal and make an independent decision, which Transport for London will comply with. You should be aware that in prescribed circumstances, the Adjudicator may award costs against you if the appeal is considered frivolous or vexatious or that the conduct in making, pursuing or resisting the appeal was wholly unreasonable. Equally costs may be awarded against Transport for London if the adjudicator considers that the disputed decision was wholly unreasonable.	<b>M</b>
How to appeal			If you wish to appeal to the Parking and Traffic Appeals Service, please read, complete, sign and send the attached form within 28 days of the date of service of this letter to Parking and Traffic Appeals Service, PO Box 280 Chertsey KT16 6BW	<b>M</b>
No action diplomatic			If you do not follow any of the prescribed actions before the end of the 28 day period beginning with the date of service of this Notice of Rejection, the regulations that cover the Congestion Charging Scheme state that a Charge Certificate may be served upon you in relation to the unpaid Penalty Charge. However Transport for London notes the full provisions of the Diplomatic Privileges Act 1964 and the Consular Relations Act 1968 and the effect this has on Congestion Charging enforcement and therefore will not issue the Charge Certificate. If the Penalty Charge Notice however remains unpaid then the details will be	<b>M</b>

			passed to The Foreign and Commonwealth Office, so that the matter may be raised in Parliament.	
Closing Company			Yours faithfully	<b>E</b>
Closing Individual			Yours sincerely	<b>E</b>