

# Final Reminder – Please Do Not Ignore

DPS, PO Box 89, Portsmouth, PO1 1EG

## Liability for this Parking Penalty lies with the Vehicle's owner

TITLE / NAME  
ADDRESS LINE 1  
ADDRESS LINE 2  
ADDRESS LINE 3  
POSTCODE

Date: Date letter sent

Our Ref: HH2/ Counter Ref

Vehicle Registration Number	VRN	the "Vehicle"
Car Park	Station Name	the "Car Park"
Parking Penalty Notice Number	ECPXXXXXX	the "Notice"
Parking Penalty Notice Date	Date of issue	the "Relevant Date"
Details of Byelaw Contravention	parked without displaying a valid parking ticket	the "Contravention"

Dear Sir/ Madam,

According to information received from DVLA, on the Relevant Date you were the registered owner/ keeper of the Vehicle. The Notice was issued against the Vehicle on the Relevant Date because the Vehicle was parked without displaying a valid ticket or voucher at the Car Park in contravention of Railway Byelaw 14\*. Details of the contravention are shown above. A Parking Penalty Notice was placed on the Vehicle on the Relevant Date but payment has not been received.

**As you were the owner of the Vehicle on the Relevant Date you are legally liable for the parking penalty in accordance with Railway Byelaw 14(4)\*. Please select one of the payment methods set out in Section A below.**

The Parking Penalty now due is £100 and this must be paid in accordance with the instructions below, within 14 days of the date of this letter. If you fail to pay this penalty in full within 14 days you may face prosecution at a Magistrates Court under Railway Byelaw 14. A conviction under Railway Byelaw 14 can incur a fine of up to £1000, in addition to court costs and compensation.

### **If you were not the driver of the Vehicle at the time:**

- **you are still liable for the Parking Penalty; and**
- you should pay the Parking Penalty and it is then for you to address the matter with the driver.

### **HOW TO PAY**

You can pay in any of the following ways (PLEASE DO NOT SEND CASH BY POST):

- **By Post:** cheque or postal order sent to DPS, PO Box 89, Portsmouth, PO1 1EG.  
*Any cheque or postal order should be made payable to DPS and attached to a copy of this letter. Please write the notice number on the back. If paying by Postal Order please keep the receipt as proof of payment.*
- **By telephone:** on 0871 559 2997. Calls are charged at 10p per minute plus your network access charge. Call charges from a mobile may vary.

### **IF YOU REQUIRE DEBT ADVICE YOU CAN CONTACT THE FOLLOWING ORGANISATIONS:**

Citizens Advice Bureau      03444 111 444      <https://www.citizensadvice.org.uk/>

National Debtline      0808 808 4000      <https://www.nationaldebtline.org/>

Yours faithfully

G Wills  
Debt Recovery Manager  
**Debt Recovery Prosecution Services**

\*Railway Byelaws mean those byelaws made under Section 219 of the Transport Act 2000 by the Strategic Rail Authority and confirmed under Schedule 20 of the Transport Act 2000 by the Secretary of State for Transport on 22 June 2005.