



London Borough of Sutton

Environment, Housing and Regeneration
Parking Services

Your Ref:
My Ref:
e-mail: parking@sutton.gov.uk

Call Centre: 020 8770 5000
Fax:
Date 02/03/2017

Andrew Luck
Transport Manager
London Council's
59 ½ Southwark Street
London
SE1 0AL

Please reply to:

London Borough of
Sutton
Parking Services
Civic Offices
St Nicholas Way
Sutton
SM1 1EA

Minicom 020 8770 5178
DX No 134342 Sutton 11

Dear Andrew,

Application for approval to commence enforcement of Bus Lanes in the London Borough of Sutton.

I wish to formally submit an application to commence Bus Lane enforcement in the London Borough of Sutton with effect from 27th March 2017.

I have attached an inventory of all the locations in the borough where there are Bus Lanes that fall within our remit.

I can confirm that any CCTV monitoring operations will take place in a controlled environment and will be carried out in accordance with the Code of Practice.

Also enclosed with this application is a sample copy of the Penalty Charge Notice, Enforcement Notice and Charge Certificate that will be issued for this contravention.

Yours faithfully

Warren Shadbolt
Executive Head of Safer and Stronger Communities

Strategic Director -
Mary Morrissey
Environment, Housing and
Regeneration Directorate

Chief Executive
Niall Bolger

Inventory of Bus Lane Locations

Location 1: Crown Road

Description: from its junction with St. Nicholas Way to a point 36 metres west of the western kerb-line of High Street, Sutton

Direction: In an easterly direction, with flow lane

Times: At any time

Type: Bus, local bus, dial-a-ride bus, pedal cycle and taxi

Location 2: Lodge Road, Sutton

Description: Lodge Road, Sutton

Direction: In a southerly direction, with flow lane

Times: At any time

Type: Bus, local bus, dial-a-ride bus and pedal cycle

Location 3: Rose Hill

Description: from a point 60 metres north of the northern kerb-line of Rosehill Avenue to a point 40 metres south of that kerb line

Direction: In a northerly direction, with-flow lane

Times: Between 7:00am and 10:00am and between 4:00pm and 7:00pm on Monday to Saturdays inclusive

Type: Bus, local bus, dial-a-ride bus, pedal cycle and taxi

Location 4: Throwley Way

Description: (a) from its junction with Marshalls Road to its junction with the northern end of Lodge Road; and (b) from its junction with the southern end of Lodge Road to a point 42 metres north of the northern kerb-line of Throwley Road

Direction: In a southerly direction, with-flow lane

Times: At any time

Type: Bus, local bus, dial-a-ride bus, and pedal cycle

LONDON BOROUGH OF SUTTON
Parking Services

Head of Parking Services
Civic Offices St Nicholas Way Sutton SM1 1EA
Call Centre 020 8770 5000



&VNAME
&LINE2
&LINE3
&LINE4
&LINE5
&LINE6
&LINE7

Penalty Charge Notice Number (PCN)
&SERNO
Vehicle Registration Number
®NO
Date of this Notice
&PSTD
Date of the contravention
&DOFFC

PENALTY CHARGE NOTICE (PCN)
ROAD TRAFFIC REGULATION ACT 1984 (as amended)
LONDON LOCAL AUTHORITIES ACT 1996 (as amended)

The Council believes that a Penalty Charge is payable with respect to the above vehicle for the following alleged traffic contravention:

&OFF11 &OFF12 &OFF13

In: &PLOCN
On: &DOFFC at &TOFFC

The alleged contravention was seen and recorded by a camera which was observing real time pictures at the time stated and has been recorded on digital storage media. This alleged contravention is supported by video evidence.

To view still photographs and the video evidence online please visit
<https://suttonices.parkinguk.org/parking> or by giving notice in writing to
parking.enquiries@sutton.gov.uk quoting the penalty charge number printed above and your vehicle registration number.

DO NOT IGNORE THIS NOTICE

The full amount of the penalty charge is £&CFINE

The penalty charge must be paid before the end of the period of 28 days beginning with the date of the notice.

A reduced charge of £&CBALA is payable.

If the penalty charge is paid before the end of the period of 14 days, beginning with the date of the notice, the amount of the penalty charge will be reduced by 50% to £&CBALA.

If the penalty charge is not paid before the end of the 28 day period, beginning with the date of the notice, an enforcement notice may be served by the Council on the person appearing to them to be the owner of the vehicle.

PCN Number: &SERN0

HOW TO CHALLENGE AND MAKE REPRESENTATIONS

If you do not think you should have to pay this penalty charge, you may make representations, in writing, at <https://suttonices.parkinguk.org/parking> or to London Borough of Sutton Parking Services Civic Offices St Nicholas Way Sutton SM1 1EA. The statutory grounds for making representations are listed below. Whether or not any of the grounds apply, you may also give any compelling reasons why you believe the PCN should be cancelled.

If we receive your representations against the Penalty Charge Notice before the end of the period of 14 days, beginning with the date of the notice, we will give you a chance to pay at the reduced rate for another 14 days from when we write back to you.

A ☐ I have never owned the vehicle – Please supply evidence or explain any connection with the vehicle

B ☐ I was not the owner of the vehicle at the time – if you sold the vehicle before the date of the contravention or bought it after the date, you must tell us the name and address of the person who bought it from you or sold it to you, if you know it. Please supply evidence of the sale/purchase (e.g. a sales receipt)

C ☐ There was no breach of the bus lane order or regulations – Please explain why you think the contravention did not occur

D ☐ At the time the alleged breach of such order or regulations took place the person who was in control of the vehicle was in control of the vehicle without the consent of the owner – if your vehicle was reported stolen please provide the crime reference number and the name of the police station where you reported the theft. Otherwise please provide details of why you believe this ground applies including the name and address of the person you believe to have been in charge of the vehicle at the time of the alleged breach.

If the penalty charge is not paid before the end of the 28 day period an enforcement notice may be served by the Council on the person appearing to them to be the owner of the vehicle. A person on whom the enforcement notice is served will be entitled to make representations to the Enforcement Authority and may appeal to an adjudicator if those representations are rejected.

PCN Number: &SERN0

DETAILS OF REPRESENTATIONS
(Continue on additional sheets if required)

How to Pay

1. By Automated Telephone (Touchtone)

Contact the 24 hour touchtone service on 03300 884674.
You will need your Penalty Charge Number and Credit/Debit card details to complete the payment transaction.

2. Via The Internet

Safely & securely via our website <https://suttonlincs.parkinguk.org/parking> you will need your Penalty Charge Number and Credit/Debit card details to complete the payment transaction.

3. Other forms of payment

You may make payment by crossed cheque or postal order made payable to London Borough of Sutton. Please write the Penalty Charge Notice number, your Registration and your address on the reverse of the cheque. **PLEASE DO NOT SEND CASH in the post.** Cash payments can be made at 50 Grove Road, Sutton, SM1 1BT.

Do not pay this penalty charge if you wish to appeal as it is not possible to appeal after paying the penalty charge.

DATA PROTECTION STATEMENT

The London Borough of Sutton will use information, including personal information, collected through the issuing of this Penalty Charge Notice for the enforcement of traffic contraventions and it may also be used for compatible purposes. The information may be disclosed to London Councils, other enforcement agencies and third parties where it is necessary and lawful to do so e.g. for the prevention and detection of crime. All information will be processed in accordance with the Data Protection Act 1998.

LONDON BOROUGH OF SUTTON
Parking Services

Head of Parking Services
Civic Offices St Nicholas Way Sutton SM1 1EA
Call Centre 020 8770 5000



&VNAME
&LINE2
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&LINE4
&LINE5
&LINE6
&LINE7

Penalty Charge Notice Number (PCN)
&SERNO
Vehicle Registration Number
®NO
Date of this Notice
&PSTDT
Date of the contravention
&DOFFC

ENFORCEMENT NOTICE

ROAD TRAFFIC REGULATION ACT 1984 (as amended)
LONDON LOCAL AUTHORITIES ACT 1996 (as amended)

The Council believes that a Penalty Charge is payable with respect to the above vehicle, and we previously issued a Penalty Charge Notice, for the following alleged traffic contravention:

&OFF11 &OFF12 &OFF13

In: &PLOCN
On: &DOFFC at &TOFFC

The alleged contravention was seen and recorded by a camera which was observing real time pictures at the time stated and has been recorded on digital storage media. This alleged contravention is supported by video evidence.

To view still photographs and the video evidence online please visit <https://suttonices.parkinguk.org/parking> or by giving notice in writing to parking.enquiries@sutton.gov.uk quoting the penalty charge number printed above and your vehicle registration number.

DO NOT IGNORE THIS NOTICE

The Penalty Charge is £&CFINE
To date we have received £&CPAID
Payment of £&CBALA is now due

The penalty charge must be paid before the end of the period of 28 days beginning with the date the enforcement notice is served.

Please note that failure to pay the penalty charge may lead to an increased charge of £&CCBAL being payable and the Council may serve a Charge Certificate seeking payment of this increased amount.

PCN Number: &SERN0

HOW TO CHALLENGE AND MAKE REPRESENTATIONS

If you do not think you should have to pay this penalty charge, you may make representations, in writing, at <https://suttonlces.parkinguk.org/parking> or to London Borough of Sutton Parking Services Civic Offices St Nicholas Way Sutton SM1 1EA. The statutory grounds for making representations are listed below. Whether or not any of the grounds apply, you may also give any compelling reasons why you believe the PCN should be cancelled.

A ☐ I have never owned the vehicle – Please supply evidence or explain any connection with the vehicle

B ☐ I was not the owner of the vehicle at the time – if you sold the vehicle before the date of the contravention or bought it after the date, you must tell us the name and address of the person who bought it from you or sold it to you, if you know it. Please supply evidence of the sale/purchase (e.g. a sales receipt)

C ☐ There was no breach of the bus lane order or regulations – Please explain why you think the contravention did not occur

D ☐ At the time the alleged breach of such order or regulations took place the person who was in control of the vehicle was in control of the vehicle without the consent of the owner – if your vehicle was reported stolen please provide the crime reference number and the name of the police station where you reported the theft. Otherwise please provide details of why you believe this ground applies including the name and address of the person you believe to have been in charge of the vehicle at the time of the alleged breach.

Representations must be received by the Council before the end of the period of 28 days beginning with the date the enforcement notice is served. Any representations received outside the 28 day period mentioned above may be disregarded.

After we have considered your representations, we will write to you with our decision. If we accept your representations, we will cancel this Enforcement Notice and the Penalty Charge Notice and you will not have to pay the penalty charge. If we do not accept them, we will serve on the person who made the representations a notice of rejection and that person may, before the end of the period of 28 days beginning with the date of service of that notice (or such longer period as the adjudicator may allow) appeal to an adjudicator against our decision. We will tell you how to do this when we write to you.

PCN Number: &SERN0

DETAILS OF REPRESENTATIONS
(Continue on additional sheets if required)

DECLARATION - The following Declaration MUST be completed and signed for your representations to be considered

I confirm that the information contained in my representation is correct to the best of my knowledge. I understand that making a false statement may result in prosecution and a fine not exceeding level 3 on the standard scale.

Name:

Signature:

Date:

How to Pay

1. **By Automated Telephone (Touchtone)**

Contact the 24 hour touchtone service on 03300 884674.

You will need your Penalty Charge Number and Credit/Debit card details to complete the payment transaction.

2. **Via The Internet**

Safely & securely via our website <https://suttonices.parkinguk.org/parking> you will need your Penalty Charge Number and Credit/Debit card details to complete the payment transaction.

3. **Other forms of payment**

You may make payment by crossed cheque or postal order made payable to London Borough of Sutton. Please write the Penalty Charge Notice number, your Registration and your address on the reverse of the cheque. **PLEASE DO NOT SEND CASH in the post.** Cash payments can be made at 50 Grove Road, Sutton, SM1 1BT.

Do not pay this penalty charge if you wish to appeal as it is not possible to appeal after paying the penalty charge.

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&VNAME
&LINE2
&LINE3
&LINE4
&LINE5
&LINE6
&LINE7

Date of Charge Certificate
&PSTD

CHARGE CERTIFICATE
ROAD TRAFFIC REGULATION ACT 1984 (as amended)
LONDON LOCAL AUTHORITIES ACT 1996 (as amended)

Penalty Charge Notice No: &SERNO
Vehicle Registration Number: ®NO
Contravention: &OFF11 &OFF12 &OFF13
Date of Contravention: &DOFFC
Location of Contravention: &PLOCN

An Enforcement Notice was sent to you on &DNTOS which explained that the penalty charge must be paid, or representations received by the Council, before the end of the period of 28 days beginning with the date the enforcement notice is served.

This Charge Certificate has been served since the penalty charge has not been paid within the appropriate period and one of the following applies:

1. No representations were made in response to the Enforcement Notice
2. A Notice of Rejection of Representations, made against the Enforcement Notice, was issued and we have not been informed of an appeal having been made to the Adjudicator
3. A Notice of Rejection of Adjudicator's Recommendations was issued
4. An appeal was made to the Adjudicator and was either rejected or withdrawn

As a result, the penalty charge has now increased by 50%

Penalty Charge Amount: £&CFINE
Charge Certificate: £&CSURC
Full Charge Amount: £&CHARG

Amount Paid: £&CPAID
Payment Now Due: £&CBALA

If we do not receive the amount owed before the end of the period of 14 days beginning with the date on which the Charge Certificate is served, we may register the charge as a debt at the County Court (which incurs a further charge of £8.00) and ultimately, if the charge remains unpaid, a warrant may be issued to an Enforcement Agency to recover the debt.

You are strongly advised to deal with this matter now, as Enforcement Agents will add their costs, which may significantly increase the amount that will need to be paid.

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2. Via The Internet

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