

INFORMAL REPRESENTATION (CHALLENGE) AGAINST A PENALTY CHARGE NOTICE (PCN)



This completed form must be sent to:
Torridge District Council, The Parking Office, Riverbank House, Bideford EX39 2QG

PLEASE STATE CLEARLY YOUR REASONS FOR MAKING YOUR INFORMAL REPRESENTATION

Penalty Charge Notice (PCN) Number: _____

Issue Date: _____

I wish to make an informal representation against the above Penalty Charge Notice because:

(Please continue overleaf if necessary)

Please complete the details below in **BLOCK CAPITALS**.

Attach any supporting documentation securely.

Title (Mr/Mrs/Ms/Miss) **Forename** _____ **Surname** _____

Address _____

Post Code _____

Telephone Number(s) _____

Email _____

Signed _____ **Date** _____

How We Will Use Your Personal Information

Torridge District Council will use the information given by you to provide you with the service requested. We may also use the information for other purposes set out in the Council's Privacy Notice found at <http://www.torridge.gov.uk/index.aspx?articleid=2102> . This could include for crime prevention or to assist in providing you with other services. More information about this can be found on the link above.