**Please read this guidance before completing the attached appeal form**

**Grounds of Appeal**

The grounds under which you can appeal the parking charge notice are as follows:

**The vehicle was not improperly parked:** That the vehicle was not parked where stated on the parking charge notice or that the validation was clearly displayed.

**The parking charge (notice) exceed the relevant amount:** That you are being asked to pay the wrong amount for the parking charge or that the charge has already been paid.

**The vehicle was stolen:** That the vehicle was improperly parked after being stolen. However, the fact that someone else was driving your vehicle, for example a family member, friend or colleague, is **not** in itself a valid grounds of appeal.

**I am not liable for the parking charge:** That you had sold the vehicle before, or bought it after, the charge notice was issued.

**Where there are exceptional mitigating circumstances:** To claim exceptional circumstances you will need to supply evidence (for example a copy of a recovery document if the vehicle was broken down)

You should complete the form (overleaf) and return it as soon as possible. You have 28 calendar days to appeal, from the date you receive the notice.

**Submitting your appeal**

Send in any photographs or documents that you want the assessor to consider. You should send everything together with your appeal form.

**FAQ’s**

**What evidence should I send in?** You should send in any evidence that you believe supports your case.

**The Assessor will not collect evidence or contact witnesses on your behalf.** You should not, for example, say in your appeal: “If you want more information please contact xxxx on telephone number yyyy.”

**What if I am sending my appeal in late?** In exceptional circumstances, the Assessor may be able to extend the 28 day time limit. If you are sending in your appeal late you must state fully and clearly the reasons for the delay, so that the Assessor can decide whether or not the appeal can be still be considered.

**How does the Assessor make their decision?** Having considered the evidence presented by all parties the assessor has to come to a conclusion about what actually happened (make findings of fact). The assessor then has to apply the relevant legislation to these findings of fact. In cases where the assessor determines that you are liable for the parking charge, he or she must refuse the appeal.

**Will I get a refund if I pay the charge whilst appealing?** If your appeal is successful you will receive a full refund.

 **Will the parking charge increase if I lose my appeal?** If you appeal within 14 days, the time limit on the early payment discount will be frozen. If your appeal is unsuccessful you will be given a further 14 days to pay at the discount rate.

**Return this form by email to**

carparking@uwe.ac.uk

**Alternatively you can post this form to**

Car Parking

University of the West of England

Coldharbour Lane

Bristol

BS16 1QY

|  |  |  |
| --- | --- | --- |
| **First Name** | **Surname** | **Mr Mrs Ms etc** |

|  |  |
| --- | --- |
| **Email** | **Phone** |

|  |
| --- |
| **Your Address** **Postcode** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Vehicle registration** |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PCN number** |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Location (campus/car park)** |  |

**Why you are appealing** – please tick

|  |  |  |  |
| --- | --- | --- | --- |
| the vehicle was not improperlyparked |  | the parking charge (notice)exceeded the appropriate amount |  |
| the vehicle was stolen |  | I am not liable for the parkingCharge/Other |  |

|  |
| --- |
| **Tell us your reasons** – continue on separate sheet if necessary |

|  |  |
| --- | --- |
| **sign here** | **date** |