

# Witness statement – unpaid penalty charge

Please complete this form in black ink using BLOCK CAPITALS and return it to the address below

Traffic Enforcement Centre County Court Business Centre St. Katharine's House 21 – 27 St. Katharine' Street Northampton, NN1 2LH	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Penalty Charge No.</td> <td></td> </tr> <tr> <td>Vehicle Registration No.</td> <td></td> </tr> <tr> <td>Applicant</td> <td></td> </tr> <tr> <td>Location of Contravention</td> <td></td> </tr> <tr> <td>Date of Contravention</td> <td></td> </tr> </table>	Penalty Charge No.		Vehicle Registration No.		Applicant		Location of Contravention		Date of Contravention	
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Applicant											
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Date of Contravention											

You must ensure that all details above are correctly entered from the form TE3 - Order for Recovery of unpaid penalty charge.

Title  Mr.  Mrs  Miss  Ms.  Other

Full name (Respondent)

Address	<input style="width: 100%; height: 60px;" type="text"/>	Company name (if vehicle owned and registered by a company) <input style="width: 100%; height: 40px;" type="text"/>		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Postcode</td> <td style="padding: 2px;"><input style="width: 90%;" type="text"/></td> </tr> </table>	Postcode	<input style="width: 90%;" type="text"/>	
Postcode	<input style="width: 90%;" type="text"/>			

The above named witness, declares that: Tick all boxes that apply to you.

**Note:** If your penalty charge relates to a London Borough Parking Contravention tick only ONE box

- |   |   |
|---|---|
| <input type="checkbox"/> I did not receive the Notice to Owner / Penalty Charge Notice.   | <input type="checkbox"/> I appealed against the local authority's decision to reject my representation, within 28 days of service of the rejection notice, but have had no response to my appeal. |
| <input type="checkbox"/> I made representations about the penalty charge to the enforcing authority concerned within 28 days of the service of the Notice to Owner, but did not receive a rejection notice. | <input type="checkbox"/> The penalty charge has been paid in full.<br><b>Date it was paid</b><br><b>How was it paid</b> Cash/Cheque/Debit/Credit card<br><b>To whom was it paid</b>               |

**Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in an application verified by a statement of truth without an honest belief in its truth.**

## Statement of truth

(I believe) (The witness believes) that the facts stated in this application are true.

Signed	<input style="width: 100%;" type="text"/>	Date	<input style="width: 90%;" type="text"/>
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(witness) (person signing on behalf of the witness)

Print full name	<input style="width: 100%;" type="text"/>
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If you are signing on behalf of the witness, are you			
<input type="checkbox"/> An officer of the company	<input type="checkbox"/> A Partner of the firm	<input type="checkbox"/> A Litigation friend acting on behalf of a protected party within the meaning of the Mental Capacity Act 2005	

You may make a witness statement under the following grounds, which apply to you:

**Note:** If your penalty charge relates to a London Borough Parking Contravention you may make a witness statement under ONE of the following grounds

- You paid the penalty charge notice in full. You must provide details of the date payment was made, the method of payment i.e. cash, cheque etc and who the payment was made to. **Please note you may be asked to provide proof of payment upon request.**
- You did not receive the notice to owner/penalty charge notice.
- You made representations about the penalty charge notice to the Local Authority within 28 days of service of the notice to owner but did not receive a reply (rejection notice).
- You appealed against the Local Authority's decision to reject your representation within 28 days, but you had no response to your appeal.

**Proceedings for contempt of court may be brought against you if you make or cause to be made a false statement in a witness statement verified by a statement of truth without an honest belief in its truth**

You must file the witness statement by the date shown on the Order for recovery.

Once completed send to the Traffic Enforcement Centre at

County Court Business Centre  
St Katharine's House,  
21 – 27 St Katharine's Street  
Northampton  
NN1 2LH

or [tec@justice.gov.uk](mailto:tec@justice.gov.uk)