

# Statutory Declaration – unpaid penalty charge

Form PE3

Traffic Enforcement Centre County Court Business Centre St Katharine's House 21-27 St Katharine's Street Northampton, NN1 2LH	Penalty Charge Number	
	Vehicle Registration Number	
	Applicant	
	Location of Contravention	
	Date of Contravention	

Give full details and tick the box which applies. If your penalty charge relates to a London Borough Parking contravention you must only tick one box. You must ensure that all details above are correctly entered from the Order for Recovery of unpaid penalty charge.

You must then have the form sworn before a Commissioner for Oaths (e.g. a Solicitor), a Justice of the Peace (at any Magistrates Court) or an officer of your local county court before sending the declaration to the Traffic Enforcement Centre at the above address. You may have to pay a fee.

I, (full name and address of the respondent including postcode), please complete this form in BLOCK CAPITALS and in black ink.

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The above named respondent, declare that: (tick the box, which applies)

- ☐ I did not receive the:  
Notice to Owner (Parking contravention) or  
Enforcement Notice (Bus lane contravention) or  
Penalty Charge Notice (Moving Traffic contravention or Congestion Charging contravention)
- ☐ I made representations about the penalty charge to the local authority concerned within 28 days of the service of the Notice to Owner/Enforcement Notice/Penalty Charge Notice, but did not receive a rejection notice.
- ☐ I appealed to the Parking/Traffic Adjudicator 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.

My reasons are (give full reasons)

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**Important: Filing a false declaration knowingly and wilfully is a criminal offence under Section 5 of the Perjury Act 1911 and you may be imprisoned for up to 2 years or fined or both.**

I do solemnly and sincerely declare that the information given here is true.

Signed:	Dated:
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Declared at: \_\_\_\_\_ in the \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Before me \_\_\_\_\_ at\*

Commissioner for Oaths/Officer of the Court appointed by the Judge to take affidavits/Justice of the Peace (Please delete as appropriate)

**\*The Statutory Declaration will not be accepted without a full postal address  
Any amendments to your forms will require them to be re-witnessed**

NOTE: If the form is not completed and sworn in accordance with the instructions above it cannot be accepted.

## **FORM PE3 STATUTORY DECLARATION**

☐ Please quote the Penalty Charge number which can be found on the Order for Recovery or obtained from the Local/Charging Authority. We cannot trace the case without this number. Only one number per application form is permitted.

☐ State your title e.g. Mr or Mrs, full name and address including the postcode. The form can only be completed by the **named** Respondent on the Order for Recovery issued by the Local/Charging Authority. If the Respondent has been named as a company/organisation, the person completing the form on it's behalf must ensure they state their own full name, the company name and their position in the company.

☐ The Order for Recovery has been issued by a London Borough, only one ground may be ticked; the TEC will return the form if more than one ground has been selected. If none of the grounds apply, you cannot file the Statutory Declaration and you should contact the Local/Charging Authority who issued the Order for Recovery to try to resolve the matter.

☐ State any reasons you consider valid and any further information relating to the contravention you wish to be considered. You may attach any relevant evidence.

☐ **Once the form has been completed it must be sworn** i.e. signed before a Commissioner for Oaths (e.g. a Solicitor), or an Officer of a County Court appointed by the Judge to take affidavits, or a Justice of the Peace (Magistrates Court). (This service is available at most County Court Hearing Centres; free of charge an Appointment may be necessary). The witness to the respondent's signature must provide a full postal address. If the form has not been properly witnessed, the TEC will not be able to process it.

The application can only be completed and signed by a Litigation Friend if the Respondent is a protected party (a party who lacks capacity within the meaning of the Mental Capacity Act 2005 to conduct legal proceedings). (See Part 21 (children and protected parties) of the Civil Procedure Rules). If you are a Litigation Friend, please provide proof of this.