

# 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.