

Application to file a statement out of time/extension of time

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

Penalty Charge No.	
Vehicle Registration No.	

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

This application must be completed (Read notes overleaf) before sending the statement to the Traffic Enforcement Centre at the above address or tec@justice.gov.uk

If your application is refused you may apply to review the Court Officers decision. The matter will then be transferred to your local county court. **Please note:** The District Judge will only consider whether there is good reason to file the Witness Statement out of time and will **NOT** hear the case of the alleged traffic contravention.

Title ☐ Mr. ☐ Mrs ☐ Miss ☐ Ms. ☐ Other

Full name (Respondent)

Address

Postcode

Company name (if vehicle owned and registered by a company)

The above named respondent applies for permission to file a statement witness statement:

file a

Reason(s):

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

that the facts stated in this application are true.

Signed

Date

Print full name

If you are signing on behalf of the respondent, are you

☐ An officer of the company ☐ A Partner of the firm ☐ A Litigation friend acting on behalf of a protected party within the meaning of the Mental Capacity Act 2005

Making an application to file a statement out of time

You may make an application to file a statement out of time under one of the following:

- You request permission to file a statement as the date shown on the order for recovery, has since elapsed.

Or

- You are still within the deadline given on the order for recovery, however require more time to file a statement, extension of time.

You must give the specific reasons why you are applying for an extension of time or filing an out of time application.

These should **NOT** be the reasons why you are disputing the original penalty charge.

Please note: If you are applying to file a statement out of time you must attach the statement TE9 to your application.

The application will be referred to a Court Officer for a decision without a hearing. If your application to file a witness statement out of time is refused you may apply to review the Court Officers decision. The application will be transferred to your local county court.

Please note: The District Judge will only consider the application to file the witness statement out of time **NOT** to hear the case of the alleged traffic contravention.

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

The application **MUST** be completed by the named 'respondent'.

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).

What is a litigation friend? - A person who conducts legal proceedings on behalf of a person who lacks capacity within the meaning of the Mental Capacity Act 2005 (see Part 21 (children and protected parties) of the Civil Procedure Rules).

Once completed send to the Traffic Enforcement Centre:

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21 – 27 St Katherine's Street
Northampton
NN1 2LH