

**Guidance Notes for Completion of the Application to file a Statutory Declaration Out of Time and Statutory Declaration**

**Penalty Charge No:** Please quote your penalty charge number(s) in the top box on the right hand side. This will be 2 letters followed by either 8 numbers or 7 numbers and a letter. The TEC are unable to locate your files without it. Please ensure that your number(s) are quoted on both forms. You may state “see attached list” and attach a separate sheet quoting all numbers.

**Vehicle Registration No:** Please quote your vehicle registration that the above penalty charge relates to.

**Applicant, Location of Contravention and Date of Contravention:** This information is not needed by the TEC.

Please state the full name or company name and address in the box provided on both the Application to file a Statutory Declaration Out of Time and the Statutory Declaration. This must be the registered keeper of the vehicle and not the driver at the time of the contravention. The TEC are unable to accept a Statutory Declaration completed by a third party. If you are completing the forms on behalf of a respondent company please state this clearly on **both** forms.

On the Statutory Declaration you must indicate why you are appealing against the Order for Recovery. You must tick one of the three grounds which are listed on the Statutory Declaration. The TEC will be unable to process your application if one of the three grounds has not been indicated. The TEC will be unable to process your application if the grounds have been altered in any way. If your case relates to a London Borough Parking contravention you must only tick **one** box. If none of the three grounds apply please contact the Local Authority directly as the TEC are unable to assist you.

On the Statutory Declaration you may state any further information in the box provided or you may wish to attach separate documents relating to your penalty charge(s).

On the Application to file a Statutory Declaration Out of Time form you must ensure that you have stated specific reasons why you are completing the Statutory Declaration outside the original time limit in the box provided.

Once both forms have been fully completed you must have your signature witnessed on both forms in front of either a Commissioner for Oaths, an Officer of the Court appointed by the Judge to take affidavits or a Justice of the Peace. Please ensure that the witness has provided a full postal address. For information this service is available at your local county court, free of charge and no appointment necessary.

**Once the forms have been completed in accordance with the above instructions the TEC will be able to process your application. Any enforcement action cannot be suspended until both forms have been fully completed, returned to the TEC and processed.**

**If for any reason you amend or add any further information onto the forms after they have been witnessed, you will be required to have them re-sworn to declare that the added information is true. If this is not complied with, your forms will be returned to you.**

The completed, sworn application should be returned to the **Traffic Enforcement Centre (TEC)**, Northampton County Court Bulk Centre, St Katharine’s House, 21-27 St Katharine’s Street, Northampton, NN1 2LH. Alternatively you can fax the application to 0845 707 8607 or you may scan the documents and email the forms back to: [customerservice.tec@hmcourts-service.gsi.gov.uk](mailto:customerservice.tec@hmcourts-service.gsi.gov.uk)

**PLEASE NOTE: THE COURT STAFF ARE NOT LEGALLY TRAINED. IF YOU NEED LEGAL ADVICE YOU SHOULD CONTACT A SOLICITOR OR A CITIZENS ADVICE BUREAU.**

Traffic Enforcement Centre Northampton County Court Bulk 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.

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)

**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.

