

# Statutory Declaration – unpaid penalty charge

Form PE3

Traffic Enforcement Centre  
County Court Business Centre  
St Katherine’s House  
21-27 St Katherine 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. 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 land 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 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:

Declared at: \_\_\_\_\_ in the

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

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

Commissioner for Oaths/Officer of the Court appointed by  
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.