

In time statutory declaration notes

Please use the list below to check you have completed the forms correctly. You must file the Statutory Declaration within 36 days of registration with TEC otherwise you will also need to complete an Out of Time Application form PE2.

- Please quote the Penalty Charge number which can be found on the Order for Recovery or obtained from the Local 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 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.
- Tick all boxes which apply to you. You are not permitted to change or add to the wording of any of the grounds. If none of the grounds apply, you cannot file the Statutory Declaration and you should contact the Local 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 Centre, free but 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.

The completed Statutory Declaration should be sent to:

The Traffic Enforcement Centre
St Katharine's House
21/27 St Katharine's Street
Northampton
NN1 2LH

Alternatively, you may fax the form to 0870 324 0092, or email the document to tec@justice.gov.uk

All payments and payment queries must be sent direct to the Local Authority or their agents.

Court staff are not legally trained. If you need legal advice you may wish to contact a solicitor or Citizens Advice.