



HM Courts & Tribunals Service

TE3

Order for recovery of unpaid penalty charge

Name of respondent

Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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**An order to recover a penalty charge has been made against you at the
Traffic Enforcement Centre at Northampton County Court.**

You must either;

- pay the total amount shown below, to the relevant authority, by the date shown as shown on the original penalty charge notice, **or**
- if you believe you have grounds for not paying the charge, file a statement, using form **TE13 Witness statement – unpaid penalty charge** or **PE3 Statutory declaration** for moving traffic violations inside Greater London, by the date shown below

Amount of charge

Court registration fee

Total amount to pay

Date by which you must pay in full or file a statement

Day Month Year

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If you do nothing your possessions may be removed and sold to pay this charge.

1. Penalty charge number (PCN)

2. Vehicle registration number

3. Applicant (relevant authority)

4. Location of contravention

5. Date of contravention

Day Month Year

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Note 1: If you have a query regarding the original penalty charge, enforcement notice, notice to owner or penalty notice you should contact the relevant authority that issued it.

Paying the total amount

All payments and enquiries must be directed to this address:

If you need any help or further information regarding payment you can call this number:

Filing a statement

If you wish to file a statement of grounds for not paying the charge, you must complete and return the form **TE13** or **PE3** before the date shown above. There are limited grounds on which you can make a statement (see form **TE13** or form **PE3** for more details).

Traffic enforcement forms can be downloaded from:

www.gov.uk/government/collections/traffic-enforcement-centre-forms