



Statutory declaration

If you do not return this completed form by this date you will need to complete form **TE14 Application to file a statutory declaration out of time**, and send it at the same time as this form.

If you do not complete and swear this form as instructed, we will return it to you.

If you need legal advice
you may wish to contact a
solicitor or Citizens Advice.

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**We need the PCN number
to find your case.**

Only the person named on the form **Order for recovery of unpaid penalty charge**, or a litigation friend on the respondent's behalf, should complete this form.

4. The respondent's name – this is the person named in the form **Order for recovery**

Title (Mr, Mrs, Miss, etc.)

First name(s)

Last name

If the form **Order for recovery of unpaid penalty** was sent to a company then the person completing the form must provide company name and their position in the company.

Company name (if applicable)

Position in company (if applicable)

5. Respondent's current address

First line of address

Second line of address

Town or city

County (optional)

Country

Postcode

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6. Respondent's email address is

Note 4: If the respondent has been named as a company or organisation, the person completing the form on its behalf must ensure they state their own full name, the company name and their position in the company.

Note 5: Your form will not be accepted without a full address and postcode.

I do solemnly and sincerely declare that (tick only **one** option)

Note: If you tick more than one option your form **will not be accepted**.

- A.** ☐ I did not receive the:
- Enforcement Notice (Bus Lane Contravention) **or**
 - Penalty Charge Notice (Moving Traffic Contravention/Road User Charging) Notice to Owner (where applicable), **or**
 - Fixed Penalty Notice (Vehicle Emissions)
- B.** ☐ I made representations about the penalty charge to the relevant authority within 28 days of the service of the Notice to Owner/Enforcement Notice/Penalty Charge Notice, but did not receive a reply (Rejection Notice).
- C.** ☐ I appealed to the Parking/Traffic/Road User Charging Adjudicator against the relevant authority's decision to reject my representation, within 28 days of the service of the rejection notice, but have had no response to my appeal.
- D.** ☐ I made a request for a variation of a fixed penalty to the relevant authority but did not receive notification of the amount that was payable or that my request had been refused (Vehicle Emissions (Idling)).

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 make this solemn declaration conscientiously believing the same to be true and by virtue of the provision of the Statutory Declarations Act 1835.
- ☐ I am authorised by the respondent to sign this statement.

Signature

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- ☐ Respondent
- ☐ Litigation friend (where the respondent is a protected party)
- ☐ Officer of the company
- ☐ Partner of the firm

Note: If you are a litigation friend, you are required to file a certificate of suitability when taking the first step in any proceedings on behalf of the respondent. See Civil Procedure Rules Part 21.5 (2), (3) and (4) for details.

Date

Day Month Year

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Full name

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Witnessed and sworn

Declared before me

Name of witness

First name(s)

Last name

Name of solicitor's firm or court name (if appropriate)

First line of address

Second line of address

Town or city

County (optional)

Postcode

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Declared before me

- ☐ Commissioner for Oaths
- ☐ Officer of the Court appointed by the Judge to take affidavits
- ☐ Justice of the Peace

Signature

Date

Day Month Year

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Note: You must have the form sworn before a Commissioner for Oaths, a Justice of the Peace (magistrate) or an officer of the County Court before you send the Statutory Declaration to the Traffic Enforcement Centre (see address below).

You may have to pay a fee to have your form witnessed and sworn.

You must send the completed form by the date shown on the form Order for recovery of unpaid penalty charge.

If you do not send by this date you will need to complete form **TE14 Application to file a statement out of time or an extension of time**, and send it at the same time as this form.

Return your completed form to:

email: tec@justice.gov.uk

or

Post: Traffic Enforcement Centre,
Civil National Business Centre, St Katherine's House, 21-27 St Katherine's Street, Northampton, NN1 2LH