



TE14

Application to file

- a statement or statutory declaration out of time
- an extension of time

If you are completing this form by hand, please use BLOCK CAPITALS.

Court staff cannot give legal advice.

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

Complete a separate TE14 for each penalty charge notice.

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

1.

Penalty charge number (PCN)

2.

Respondent's name

3.

Vehicle registration number

Copy these details exactly from the form **Order for recovery of the unpaid penalty charge**.

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.

7. I, the above named respondent, applies for permission to file
- ☐ a statement outside the given time
- ☐ for more time to file a witness statement (form **TE13**) or a statutory declaration (form **PE3**)

8. My reasons for applying are:

Note 7: Where the time has passed where you should have sent a witness statement.

Note 8: State clear reasons for not filing your witness statement or statutory declaration within the time limit allowed on the order for recovery. These should not be the reasons why you are disputing the original penalty charge. The only purpose of this application is to request permission to file a witness statement or statutory declaration after the time limit allowed for doing so has elapsed. You may attach any relevant evidence.

Statement of truth

I understand that proceedings for contempt of court may be brought against a person who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

☐ I **believe** that the facts stated in this form and any continuation sheets are true.

☐ 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)

☐ An officer of the company

☐ A partner of the firm

Date

Day Month Year

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Full name

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Statement of truth should only be completed by the named respondent on the order for recovery, or someone authorised on their behalf.

Please sign, date and print your name and also tick the appropriate box if signing on behalf of a company or organisation.

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.

Before you return your completed form

If you have any supporting evidence that you wish to attach to your **TE14 – Statement out of time** application, then this must be submitted at the same time.

When submitting form **TE14 – Statement out of time** application, you must also attach a completed form **TE13 – Witness statement** or a completed form **PE3 – Statutory declaration**.

Where to return your completed form

The completed forms should be sent to:

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

What happens next

The application to file a witness statement out of time or statutory declaration will be forwarded to the relevant authority for their consideration and if they refuse it then it will be referred to a court officer for a decision without a hearing. You will be advised of the decision in due course.

If your application is refused you may apply to review the court officer's decision within 14 days for which you may have to pay a fee. The District Judge will only consider whether there is good reason to file the form **TE14 – Statement out of time** application, and will not consider the case of the alleged traffic contravention..

All payments and payment queries must be sent direct to the relevant authority or their agents.