



Witness statement – unpaid penalty charge

- a moving traffic contravention (outside of London only);
or
- a parking contravention (inside or outside of London)

1. Penalty charge number (PCN)

[illegible]

2. Respondent's name

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3. Vehicle registration number

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

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.

You can only make a witness statement under **one** of the grounds detailed below which apply to you.

If none of the grounds (A) – (D) apply, you cannot use this Witness statement (form TE13) and you should contact the appropriate authority who issued the Order for recovery to try to resolve the matter.

7. The respondent, declares that: (tick only **one** option)

- A. ☐ I did not receive the Penalty Charge Notice to owner/ Enforcement Notice.
- B. ☐ I made representations about the penalty charge to the relevant authority concerned within 28 days of the service of the Notice to Owner/Penalty Charge Notice/Enforcement Notice, but did not receive a reply (Rejection Notice).
- C. ☐ I appealed against the relevant authority's decision to reject my representation to an adjudicator within 28 days of service of the rejection notice: (tick only **one** option)

☐ but have had no response to my appeal

☐ the appeal had not been determined by the time that the charge certificate had been served

Case reference number (if known)

☐ the appeal was determined in my favour

Case reference number (if known)

- D. ☐ The penalty charge has been paid in full.

Date it was paid

Day Month Year

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How was it paid?

☐ Cash

☐ Cheque

☐ Debit card

☐ Credit card

To whom was it paid?

Receipt reference

Note 7: If you tick more than one option (a–d) the witness statement will not be accepted.

Penalty Charge Notice to Owner is the formal Notice served by post to the DVLA registered keeper of the vehicle.

Paid in full: You may be asked to provide proof of payment upon request.

Note D: Receipt reference is the number quoted on the charging authorities' receipt

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

You must send the witness statement by the date shown on the order for recovery.

If you have not completed and sent this form by the date shown on the form **Order for recovery**, you will also need to complete the form

TE14 – Out of time application and send it in with this form.

Where to return your completed form

The completed form **TE13 – Witness statement** should be sent to:

Email to: tec@justice.gov.uk

or

By post to: The Traffic Enforcement Centre

Civil National Business Centre

St Katharine's House

21/27 St Katharine's Street

Northampton

NN1 2LH