EvidenceCanvas

COUNCIL PARKING PCN DEADLINES AND STAGES

England
SI 2022/71 and SI 2022/576
Checked 21 October 2026

For council parking Penalty Charge Notices in England. Not for private parking charges, or for bus-lane or moving-traffic penalties. Write your own dates in the last column, from the notices you have received.

The dates on your notices come first. The rules count "beginning with" the day of service, so that day is day 1. Post is normally treated as served on the second working day after it was sent. Councils often print a date one day later. Work to the earlier date.

STAGE	WHAT STARTS THE CLOCK	TIME LIMIT	MY DATE
Discount	Ticket served	14 days (21 for a camera ticket by post)	
Pay in full	Ticket served	28 days	
Formal representations	Notice to Owner, or postal ticket, served	28 days	
Council's decision	Council receives your representations	56 days, or treated as accepted	
Tribunal appeal	Notice of Rejection served	28 days	
Charge certificate	28 days with no payment or challenge	Penalty plus 50%; then 14 days	
Order for Recovery	Order served	21 days to pay or file form TE13	

01 Straight away

- [ ] Check who issued it. A council or TfL "Penalty Charge Notice" follows these stages. A private company's "Parking Charge Notice" does not.
- [ ] Write down the date of the contravention and the date on the notice.
- [ ] Photograph the signs, lines, meter or bay and your car's position, if you can, and keep any receipt or permit.

02 Informal challenge (ticket on the windscreen)

- [ ] Sent early, ideally inside the 14-day discount period, through the council's website or in writing.
- [ ] One clear reason, with the evidence attached.
- [ ] Proof of sending kept (screenshot or receipt).
- [ ] If rejected: noted whether the council re-offered the discount, and for how long.

03 Notice to Owner, or a ticket that came by post

- [ ] Formal representations sent within 28 days, beginning with the day of service.
- [ ] Each ground I rely on named: contravention did not occur; not the owner; vehicle taken without consent; hire firm; penalty exceeds the amount due; procedural impropriety; invalid traffic order; officer not prevented from serving (postal ticket); already paid.
- [ ] Any compelling reasons (such as a breakdown or a medical emergency) set out separately.
- [ ] Date the council received them noted, and 56 days counted on.

04 Notice of Rejection

- [ ] Appeal to the tribunal, or payment, within 28 days of service. Appealing is free.
- [ ] Right tribunal: Traffic Penalty Tribunal (England outside London, and Wales) or London Tribunals (London).
- [ ] I know that if the appeal is refused, the full penalty is due, not the discount.

05 Charge certificate and Order for Recovery

- [ ] At the charge certificate stage there is no further representation or appeal.
- [ ] Order for Recovery: within 21 days, pay or send a witness statement on form TE13 to the Traffic Enforcement Centre (not the council), ticking one reason only: no Notice to Owner received; representations made, no rejection received; appeal made, no response or decided in my favour; already paid in full.
- [ ] Late, or need more time: form TE14, sent with the completed TE13.
- [ ] TE13 has a statement of truth. A false statement can lead to proceedings for contempt of court.

06 Keep

- [ ] Every notice, with its envelope (the postmark matters).
- [ ] Copies of everything sent, with proof of the date sent.
- [ ] Photos, receipts, permits and a dated note of every call.

Free, independent debt advice: National Debtline 0808 808 4000 · StepChange 0800 138 1111 · Citizens Advice Adviceline (England) 0800 144 8848. They do not endorse EvidenceCanvas.

Sources: Traffic Management Act 2004, Part 6; SI 2022/71 (regs 2, 20–23, Schedule 2); SI 2022/576 (regs 5–7); gov.uk Traffic Enforcement Centre forms (TE13 and TE14, published 14 October 2026; older guidance may name TE9 and TE7).

General information about council parking enforcement in England, not legal advice about your ticket. EvidenceCanvas is case-preparation software made by Noverquis Ltd, registered in England and Wales, company number 17521667; we are not a law firm and never tell you whether to pay. For a council parking PCN in England it works out these dates from your notices and drafts formal representations for you to check and send yourself: the deadline calculator and your first AI draft on each case are free; a revised draft costs 2 credits (10 credits £29). Prices at evidencecanvas.co.uk/pricing.