

Driver Penalty Charge Notice Report



Details of incident

What was the traffic signage or lining at the location?

Please tick the box that applies

Double yellow (no pips)



Single yellow (no pips)



Bus stop clearway



Bus lane clearway



Loading ban (one pip)



Loading ban (two pips)



Parking bay (eg meter or resident)



Loading bay



Red route bay – available part of day (red outline markings)



Red route (single red line)



Red route bay – available all day (white outline markings)



Red route (double red lines),



Other (for example: pavement parking, taxi rank clearway mandatory cycle lane, zig-zags)

General comments/description of the incident

Driver and delivery details

Depot _____

Driver: _____

Vehicle reg _____

Invoice no _____

Customer/recipient _____

Approximate length of delivery (minutes) _____

Penalty Charge Notice (PCN) details

PCN number _____

Date of issue _____ / _____ / _____

Time of issue _____

Civil Enforcement Officer no _____

Issuing authority _____

Location (ie street name) _____

Penalty code _____

Amount £ _____

In your opinion, was the vehicle legally loading or unloading at the time the PCN was issued? YES NO

Driver signature _____

Date _____

Supervisor signature _____

Date _____

For official use only – action taken

Appealed Yes No

Amount paid £ _____

Outcome Won Lost

Date paid _____

Internal ref no _____

Other comments _____