



Driver Penalty Charge Notice Report

DETAILS OF INCIDENT

What was the traffic signage or lining at the location?

Please tick the box that applies

Single yellow (no pips) [checkbox] [img] Double yellow (no pips) [checkbox] [img]

Bus lane clearway [checkbox] [img] Bus stop clearway [checkbox] [img]

Loading ban (two pips) [checkbox] [img] Loading ban (one pip) [checkbox] [img]

Loading bay [checkbox] [img] Parking bay (eg meter or resident) [checkbox] [img]

Red route (single red line) [checkbox] [img] Red route bay - available part of day (red outline markings) [checkbox] [img]

Red route (double red lines) [checkbox] [img] Red route bay - available all day (white outline markings) [checkbox] [img]

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 number _____

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?

[checkbox] YES [checkbox] NO

Driver signature _____

Date _____

Supervisor signature _____

Date _____

FOR OFFICIAL USE ONLY - ACTION TAKEN

Appealed [checkbox] Yes [checkbox] No Amount paid £ _____

Outcome [checkbox] Won [checkbox] Lost Date paid _____

Internal ref no _____

Other comments _____