

BETTER CALL KAL
PARKING APPEAL LETTER BUNDLE

Two template letters — one for private parking charges, one for council fines

WHICH LETTER DO YOU NEED?

LETTER 1 — Private Parking Charge Notice Appeal

Use this when: Your fine was issued by a private company (ParkingEye, Excel Parking, UKPC, Smart Parking etc.)

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Re: Appeal Against Parking Charge Notice — PCN Reference: [PCN Reference Number] —
Vehicle Registration: [Vehicle Registration]

Dear Sir or Madam,

I write to formally appeal against the Parking Charge Notice referenced above, issued on [Date of PCN] in respect of vehicle registration [Vehicle Registration] at [Name and Address of Car Park]. I set out my grounds of appeal below.

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☐ The charge of £[amount] does not represent a genuine pre-estimate of the loss suffered by the landowner or operator as a result of my parking. Under the principles established in *ParkingEye v Beavis* [2015] UKSC 67, a parking charge may only be enforceable if it is either a genuine pre-estimate of loss or a legitimate interest justified by the circumstances. I do not accept that either condition is met here.

GROUND 7 — Keeper Liability Requirements Not Met

☐ As the registered keeper of the vehicle, I note that the requirements of Schedule 4 of the Protection of Freedoms Act 2012 (PoFA 2012) have not been complied with. The Notice to

[Your Full Name]

[Date]

DISCLAIMER

This template letter is provided by Better Call Kal for general educational purposes only. It does not constitute legal advice. Parking rules and appeal procedures change — always verify current processes. For court proceedings or complex disputes, seek independent legal advice. Better Call Kal's lawyer referral service is available at bettercallkal.co.uk.

LETTER 2

COUNCIL PENALTY CHARGE NOTICE — FORMAL REPRESENTATIONS

HOW TO USE LETTER 2

- 1. Complete all fields in [RED BRACKETS].
- 2. In Section 2, tick only the grounds that apply to your situation. Delete the rest.
- 3. Attach supporting evidence: photographs, receipts, machine error, medical notes.
- 4. Send by recorded post to the council's parking department. Keep a copy and proof of postage.
- 5. The council must acknowledge your representations. They will either cancel the PCN,

I rely on the following grounds. I have ticked those that apply. Please delete those that do not apply to your situation.

GROUND 1 — The Contravention Did Not Occur

- ☐ The alleged contravention did not take place. Specifically: [explain — e.g. 'I was parked within a valid bay', 'I had a valid permit', 'The restriction does not apply at that time']. I attach evidence in support.

GROUND 2 — Defective or Unclear Signage / Road Markings

- ☐ The penalty charge stated on the PCN exceeds the amount permitted under the relevant Order for this contravention code. I invite the council to confirm the correct amount.

GROUND 10 — Other

- ☐ Other: [describe]

3. EVIDENCE ATTACHED