

PUBLIC



CIVIL PARKING ENFORCEMENT PENALTY CHARGE NOTICE WRITE-OFF POLICY

January 2023

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Document Information

Title Civil Parking Enforcement Penalty Charge Notice Write Offs Policy

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Document Issue Status

Table of Amendments

NO	APPROVAL DATE	SECTION	DETAILS	AUTHOR
1	2023	All	First Issue	BT/SC

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Introduction

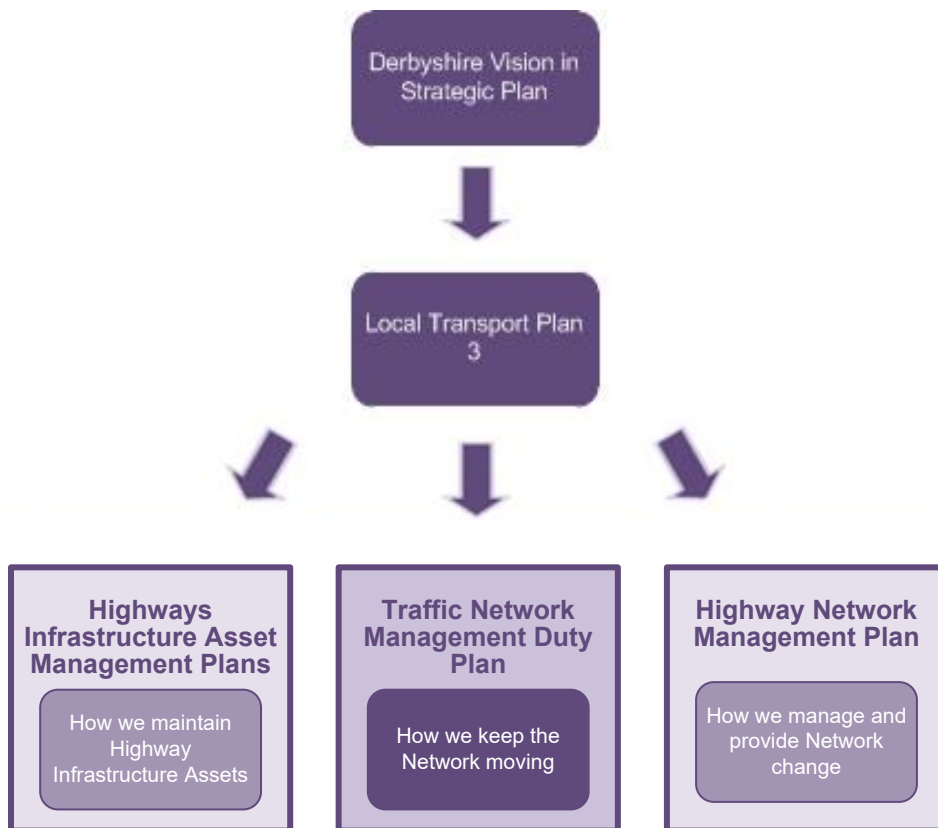
Derbyshire County Council is responsible for on-street parking across Derbyshire. This policy aims to outline action to be taken if a civil parking Penalty Charge Notice is to be written-off. A Penalty Charge Notice (PCN) is regarded as a debt once a valid warrant has been issued. If a late witness statement is accepted by either the County Council’s Central Processing Unit or the County Council via an N244 (an application made to a court to request that an enforcement process is set aside) the warrant is then cancelled and the PCN is taken back to the Notice to Owner stage of the appeals process.

Plans and Policies

This policy is related to the Traffic Network Management Duty Plan which explains how Derbyshire County Council manages Civil Parking.

The following figure shows this policy’s context with other key documents in how the network is managed, maintained and changed:

Diagram 1: Plans and Policies Framework



This policy is an internal document and will be reviewed biennially as a minimum.

When can a PCN be written off?

The debt will be actioned as a write-off in the following circumstances:

- When the warrant has fully expired i.e., 12 months after the warrant has been issued and payment is still outstanding
- When the debtor has deceased and evidence provided via Tell Us Once or a copy of a death certificate
- Where the debtor has provided evidence they are in prison and they will remain so until the remaining duration of the warrant
- Where evidence has been received that the debtor would be regarded as vulnerable and that this has been independently confirmed with medical information or Citizens Advice Bureau intervention. Vulnerable cases should be referred to a senior member of staff to determine
- Where the debtor is confirmed as insolvent and will remain so for the duration of the warrant. Evidence to prove insolvency will be obtained by the Bailiff company carrying out the enforcement.

For the avoidance of doubt, cases returned from the bailiffs as 'No Trace' should not be written-off. These will initially be recycled to other bailiff companies and/or checked against Experian periodically. Cases returned as 'No Trace' can only be considered for write-off once the warrant has expired

Amendments to the Civil Parking Enforcement Penalty Charging Notice Write-off Policy cannot be made without approval from a Senior Officer.

