

You have been issued with a penalty notice (form IS11).

Objections

If you wish to object to the imposition of the penalty or to its amount, you must submit your objection in writing, giving full reasons for the objection, **within 28 days of the issue of the penalty notice to:**

The Civil Penalty Central Administration Unit,
Status Park 4,
3 Nobel Drive,
Harlington,
Middlesex, UB3 5EY.

Tel: (020) 8745-6006 Fax: (020) 8745-5922.

E-mail: civilpenaltyunit@homeoffice.gsi.gov.uk

The Home Office is prepared to consider any proposals you may wish to put forward for payment of the penalty. For example, you may wish to suggest payment by regular instalments, explaining why this is necessary. Any proposal should be received by us within **28 days** of the issue of the penalty notice.

If you think that because of your financial resources (means) paying the penalty in full would cause you undue financial hardship, you should provide relevant and comprehensible written information concerning your means as part of your objections. For drivers this should

typically include your most recent wage slips, bank statements or tax returns. For companies, documents should typically include the most recent bank statements and company accounts.

The Secretary of State will not be able to consider evidence on the grounds of means or any other additional information after your objection has been determined except in wholly exceptional circumstances.

Appeal

Regardless of whether you object to the penalty (in the way described above), you are entitled to appeal to a County Court against the imposition of the penalty or its amount. Any appeal must be made to the County Court **within 28 days** of the issue of the penalty notice or, where you have objected, **within 28 days** of the determination of your objection. An appeal must be filed upon Form N161, obtainable from any County Court Office and available on line at www.hmcourts-service.gov.uk and the completed appeal form must be accompanied by payment of a fee of £120.

When deciding an appeal, the County Court is entitled to have regard to matters considered by the Home Office and to any other matters it considers relevant.

Appeal Costs

You should be aware that if your appeal to the County Court does not succeed, the Court may order that you pay the reasonable costs of the Home Office in resisting your appeal. If however, your appeal is successful, the Court may order that the Home Office pay your reasonable costs of the appeal.

Most appeals are dealt with by Canterbury County Court, The Law Courts, Chaucer Road, Canterbury, Kent, CT1 1ZA where, because of its familiarity with such cases, costs tend to be lower. But appeals do not need to be lodged in Canterbury as there is a County Court in most large towns and cities. The addresses of County Courts may be obtained by contacting:

The Customer Service Unit,
The Court Service,
5th Floor

Clive House
Petty France
London, SW1H 9HD.

Tel: (020) 7189 2000
or 0845 456 8770

Internet: www.hmcourts-service.gov.uk