Private Parking Charge — Initial Appeal

To: Example Parking

From: Alex Example · Registered keeper

Notice: EXAMPLE-001 · Vehicle: AB12 CDE

Location: Example Retail Park

Parking: 04/06/2026

Dear Sir or Madam,

I appeal against the Parking Charge Notice identified above for the reasons below.

I appeal as Registered keeper, without a driver admission by that status.

The parking payment covered the full visit on 4 June 2026. The receipt records the correct registration and the period stated on the notice.

Evidence available to support my appeal: Payment receipt or app screenshot.

Please cancel this notice.
Please provide your decision in writing.

Yours faithfully,
Alex Example

Wording for the online form

Copy into the appeal field, checking its character limit; use permitted uploads if needed. Keep a full copy. This pack has not submitted your appeal.

I appeal against the Parking Charge Notice identified above for the reasons below.

I appeal as Registered keeper, without a driver admission by that status.

Notice EXAMPLE-001; vehicle AB12 CDE; Example Retail Park.

The parking payment covered the full visit on 4 June 2026. The receipt records the correct registration and the period stated on the notice.

Please cancel this notice.

Evidence available: Payment receipt or app screenshot.

Evidence and submission checklist

• Check the notice, vehicle, role, dates and recipient. Correct every sentence before sending.

• Attachments selected: Payment receipt or app screenshot. Attach the copies you choose to provide; the generator has not uploaded them. Check the vehicle, location and paid period.

• Keep originals, remove unrelated personal information and save the full submission and its receipt.

Your route, deadline and next steps

Route from your answers: First appeal to the parking operator (England). Eligibility is not independently verified; check your documents.

Send your appeal to the operator using the method and deadline on your notice. No independent appeal is being made at this stage.

Use the operator’s appeal portal or address and the response period printed on the notice. If rejected, follow that decision’s instructions for the eligible independent service; this is a first appeal to the operator.

No exact deadline supplied. Check the current notice, rejection or appeal portal before sending.

Generating or buying this document does not stop time, extend a deadline or preserve a discount. Self-help information, not legal advice or representation; no outcome is guaranteed. You review and submit it. Official appeal routes are free.

Official procedure: https://www.gov.uk/parking-tickets/challenging-a-ticket