

**CAR PARKING APPEALS**  
Transport and Environmental Regulations Unit  
Berwick-upon-Tweed Borough Council  
Council Offices, Wallace Green,  
Berwick-upon-Tweed, TD15 1ED  
E-mail: carparks@berwick-upon-tweed.gov.uk



**EXCESS CHARGE NOTICE - APPEAL**

If you wish to contest the Excess Charge Notice issued to your vehicle you need to submit your reasons in writing. To lodge an appeal please complete this form and return to the address provided at the top of the page. Alternatively complete and return to the Council Offices by hand.

Your appeal must be received within fourteen days of issue of the excess charge notice, no further action will be taken until you receive a response to your appeal. Please provide the information requested below.

**EXCESS CHARGE NOTICE DETAILS**

EXCESS CHARGE NOTICE NUMBER: .....  
DATE OF ISSUE: .....  
CAR PARK ISSUED: .....  
YOUR VEHICLE REGISTRATION NUMBER: .....

**DETAILS OF APPEAL:** Please detail below the reason(s) for your appeal, including any supporting evidence.

continue on the back if you need more space

**YOUR DETAILS** (Please Print) - We will respond only to the person identified and at this address

Mr./Mrs./Ms./Miss: .....Date of

Birth.....

Address:

.....

Post Code:

Daytime telephone number: