Excess Charge Notice

This Excess Charge Notice is covered by the Parking Orders made by Forest Heath District Council under the Road Traffic Regulation Act 1984 (as amended). Payment of £40 must be made within 14 days of issue of the notice, but a discounted charge of £20 will be accepted in full and final settlement if payment is made within 7 days.

Please complete details below and send Excess Charge Notice with payment.

Full Name……...……...

Address……...……...

……Post Code…….……..

Telephone Number (In case of query)…….……..……

Payment by Post –Please make cheques payable to *'Forest Heath District Council'* and send to *Forest Heath District Council, Property & Facilities Management, College Heath Road, Mildenhall, Suffolk, IP28 7EY.*
DEBIT OR CREDIT CARD* (Please note a 1.85% charge – 37 pence on £20 will be added to your total amount if you pay by credit card)
*Please delete type of card not being used.

Name of card e.g. Visa or Maestro……..

Card Number | | | | | | | | | | | | | | | | | | |

Expiry Date……...../…… Amount £……

Card valid from……..…Issue number…….Security code (last three digits on back of signature strip)…….

Cash payments and Postal Orders are no longer accepted at our offices or by post.

Payment by Automated Telephone - please ring 01638 716980 and have your debit or credit card and Excess Charge Notice ready.

Payment in person using a debit or credit card can be made at any one of our three Customer Information Offices at the following locations: **63 The Guineas, Newmarket** between 9am and 2pm Monday to Friday, The **District Offices, College Heath Road, Mildenhall** between 8.30am and 5pm Monday to Thursday & 8.30am and 4.30pm on Fridays. **Brandon Office, 32 High Street, Brandon** between 9am and 2pm Monday, Tuesday, Thursday & Friday.

Payments via the web, please visit the following link http://www.forest-heath.gov.uk/Council/Making+a+Payment/00+Making+a+Payment.htm

Visit our Website for more information about car parking www.forest-heath.gov.uk – *Your Community/Car Parking*

How to challenge
Any challenges in respect of this Excess Charge Notice **must be made in writing** and sent to:-
Forest Heath District Council, Property & Facilities Management, College Heath Road, Mildenhall, Suffolk, IP28 7EY. Other telephone enquires **01604 625627**.

Challenges can also be made via the web using the following link http://www.forest-heath.gov.uk/Community/Car+Parking/Excess+Charge+Notice.htm.

If payment is not received within 28 days, the registered keeper or the person who the Council believes to be the owner of the vehicle will receive a Notice to Keeper requiring them to pay the excess charge.

A receipt will not be sent unless a stamped Addressed envelope is provided

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