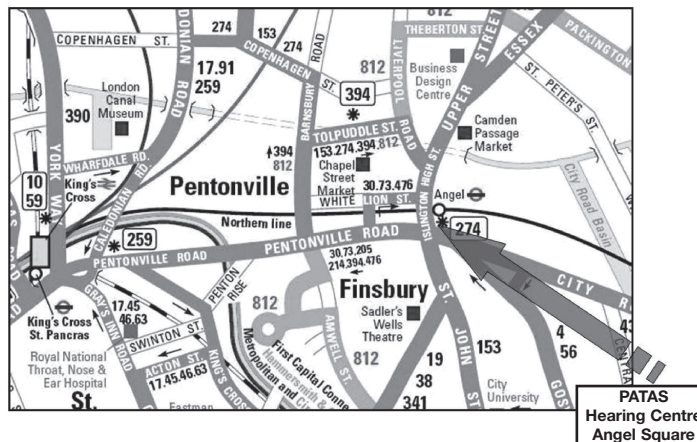


- If you have brought any witnesses with you, they may be asked to wait in the reception area until the Adjudicator calls them in.
- The hearing will be tape recorded for record purposes. You may not tape record, film, video or photograph the hearing.
- Once the Adjudicator has considered the evidence and your representations, the Adjudicator will usually then tell you the result of the appeal and prepare the written decision. This normally takes only a few minutes. You can either wait to take it away or have it posted to you. Occasionally, at the end of the hearing the Adjudicator may tell you that he/she needs time to consider the decision. We will then send you the decision by post once the Adjudicator has made it. Once made, the Adjudicator's decision is binding on you and the Enforcement Authority.
- Sometimes the Adjudicator may decide to adjourn the case to be concluded on another day; for example, for more evidence to be provided. You will be told when the next hearing will be and whether you are required to come to the hearing centre again on the next occasion.



Nearest underground stations:
Angel (Northern Line)
King's Cross (Circle, Hammersmith & City, Metropolitan, Northern, Piccadilly, Victoria Lines)
Old Street (Northern Line). Also First Capital Connect.

Nearest Mainline stations:
King's Cross
Old Street

Bus routes:
 30, 73, 153, 205, 214, 274, 394 476, 812

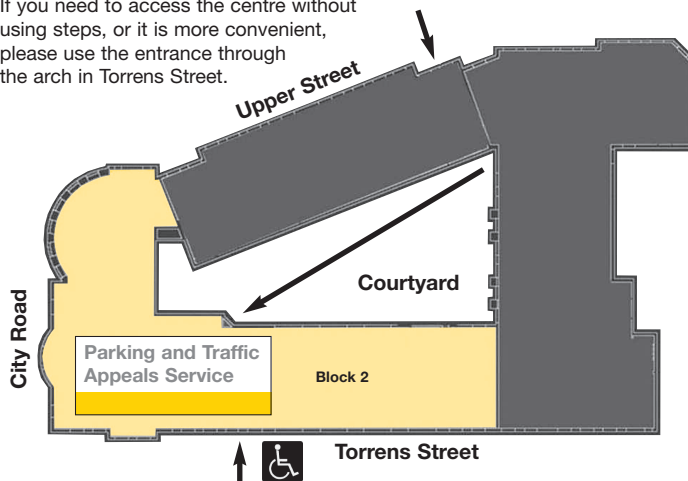
The Hearing Centre is in Angel Square, which is located directly above Angel Underground Station and is just yards away from the station entrance.



There are two ways of entering the Hearing Centre.

To enter by using the steps in Angel Square, walk through the arched entrance in Upper Street. Then cross the courtyard and walk down the steps to the Hearing Centre entrance which is on the far side of the building (Block 2).

If you need to access the centre without using steps, or it is more convenient, please use the entrance through the arch in Torrens Street.



Parking and Traffic Appeals Service

An independent tribunal for parking and traffic penalties in London

Your Appeal Hearing

For many people, the experience of attending before an Adjudicator will be their first experience of any court or tribunal. This leaflet contains information about your appeal hearing that we hope will help you.

If you are going to be represented at the hearing you may wish to give this leaflet and the letter to your representative.

PO Box 279, Chertsey, Surrey KT16 6BU
 Tel 020 7520 7200 Fax 08447 369 503
 DX 155080 Chertsey 7
 Minicom 020 7520 7205
www.parkingandtrafficappeals.gov.uk

Parking and Traffic Appeals Service is provided by London Councils Transport and Environment Committee

Calls to the Parking and Traffic Appeals Service may be recorded

GETTING READY FOR THE HEARING

- Make sure that you have sent any documents, photographs etc that you intend to rely on in your appeal to the Parking and Traffic Appeals Service. If you have not already sent them with your Notice of Appeal please try to send them to arrive no later than six days before your hearing date, so that copies can be forwarded to the Enforcement Authority. You can send them later or bring them with you, but if you do the Adjudicator may adjourn the hearing for them to be sent to the Enforcement Authority for comment.
- Please understand that it is for you to present your evidence to the Adjudicator. It is the Adjudicator's role to consider the evidence you and the Enforcement Authority present to the Adjudicator and to make a decision based on that evidence. **It is not the Adjudicator's function to get your evidence or to contact witnesses on your behalf.** If you want the Adjudicator to consider the evidence of witnesses they should ideally attend the hearing to give evidence in person. You may also provide statements from them. This will be essential if they do not attend the hearing.
- You should receive a copy of the Enforcement Authority's evidence to consider at least 3 days before the hearing.
- Remember to bring your appointment letter and all your paperwork with you.
- You may bring a friend or family member with you if you wish.

COMING TO THE HEARING CENTRE

- The Hearing Centre is wheelchair accessible. If you require a signer or interpreter please contact us so that we can arrange one, or you may bring a relative or friend to sign or interpret for you if you wish. The service has a minicom number for people with hearing difficulties: 020 7520 7205. If you have any concerns about your special requirements please contact us.
- Directions to help you get to our Hearing Centre can be found on page 6.
- Arrive in good time. If you find you are going to be late please ring 020 7520 7200.
- Mobile phones **MUST** be turned off in the Hearing Centre. If you wish to use one please go out to the lift area.
- We will start your hearing as soon as possible. We aim to do so within 15 minutes of the scheduled time, but please understand that because the length of hearings is unpredictable this may not always be possible. Please note that if you see someone apparently "jumping the queue" and going into a hearing room before you, even though you arrived before them, it may be that they are here for a different type of appeal. Congestion charging appeals are heard by different Adjudicators from those who hear parking, bus lane, lorry ban and moving traffic appeals.

YOUR HEARING

- Your appeal will be decided by an Adjudicator, who is a qualified lawyer.
- The Adjudicator is independent of all the Enforcement Authorities.
- Usually, nobody from the Enforcement Authority attends the hearing.
- The hearing is kept as informal as possible but please remember that it is a judicial hearing, like a court. The Adjudicator is similar to a judge.
- The Adjudicator will introduce the hearing and explain the procedure.
- Tell the Adjudicator if you have any special needs or if you have difficulties in understanding the proceedings for any reason.
- Be courteous and polite to the tribunal staff. Please understand that people who behave in a disruptive manner may be asked to leave the Hearing Centre.
- You will not be asked to take an oath when giving evidence, but you must tell the truth. If you do not, you could be prosecuted.
- All the documents relating to your appeal will usually have been scanned into our computer system for viewing during the hearing.
- The Adjudicator will not normally have looked at the case or seen any of the documents before the hearing.