



Appeals Procedure

Following the issue of a Parking Charge Notice an Appeal must be made in writing within 14 days of the date of the notice.

In your written Appeal please provide full details of the Parking Charge Notice and vehicle registration, including your full postal address and as much information as possible relating to the incident. When we consider your Appeal we will focus on the written information you provide and the other evidence we hold; procedures for the site, photographs and Patrol Officers notes where applicable.

It may be in your interest to provide evidence that permission had been granted by the land owner to park outside the site rules as laid down in the signage as displayed on their private property.

Forward your letter to:

Appeals Department
Minster Baywatch
P O Box 731
YORK
YO31 7WP

Fax: 01904 620027.

Email: enquiries@minsterbaywatch.co.uk

On receipt of your letter, fax or email we will send an acknowledgement within 14 days, therefore please provide your postal address. The amount outstanding WILL NOT increase whilst we consider your Appeal.

Once the Appeal decision has been made we will forward a written reply to your postal address. This should take approximately 21 days from receipt of your Appeal.

If necessary the discount payment period will then be extended for a further 14 days after the date of the decision letter.