**Instructions on how to complete the appeal form**

* [BLUE BRACKETS]: Put your specific info here, then delete the instructions (and change the text colour)
* [RED BRACKETS]: Just for info, after you’ve read delete

On completion of this form, it is to be printed out and sent onto the relevant Parking ticket issuer. A copy must be sent to travel@aber.ac.uk

Any correspondence you receive from the Parking ticket issuer, a copy must be sent to travel@aber.ac.uk

 [insert your name

and address]

[insert date]

[insert name and address

of parking ticket issuer]

Dear Sir or Madam,

**Parking ticket number: [insert ticket reference number]**

**Vehicle registration number: [insert vehicle registration number]**

[Include this section if you received a ticket on your car or delete]

I received a parking ticket on [insert date] but I believe [select from the ticket was wrongly issued / there are mitigating circumstances to explain why I had parked where I did] and I would like to submit an appeal for the following reasons:

[Include this section if your car was clamped or towed or delete]

My vehicle was [select from clamped / towed away] on [insert date] but I believe it was wrong to [select from clamp / tow away] my vehicle meaning the fine of [insert cost] I have already paid should be refunded in full. I would like to submit an appeal for the following reasons:

[Important: fill in the sections below and delete any bullets that don’t apply]

* **I was not driving the car**

I was not driving the vehicle at the time and am therefore not liable for any costs.

* **My car had been stolen**

I was not driving my vehicle at the time of the alleged contravention because my vehicle had been stolen. Please see the enclosed correspondence from the police as evidence.

* **The alleged contravention did not occur**

Quite simply, the parking attendant got it wrong and I was not parked inappropriately at the time the ticket was issued. This is due to the fact [insert reason here]. Please see attached evidence, [explain your evidence here & include and refer to documentary evidence if you have any], as proof of my appeal.

* **There was insufficient signage**

I was unable to determine what the relevant parking restrictions were because there was no clear signage to explain what they were. Please see attached evidence, [explain your evidence here & include and refer to documentary evidence if you have any], as proof of my appeal.

* **Mitigating circumstances**

**There are mitigating circumstances to explain why I parked where I did so I am requesting that the fine be waived for this reason.** Please see attached evidence, [explain your evidence here & include and refer to documentary evidence if you have any], as proof of my appeal.

* **I cannot afford to pay the fine**

I am a law abiding citizen and I made an honest mistake but I cannot afford the fine. Please see attached proof of my financial position as evidence.

* [Enter any further reasons of your own to support your appeal and include as much detail as you can].

Yours faithfully,

[insert your signature]

[insert your name (printed)]

[Enclose ALL relevant evidence for your claim]