**[Your address]**

**[Your town]**

**[Your postcode]**

**[Insert date]**

**[Insert parking company address]**

**Reference: [Insert Parking Charge Notice Number**

**Date of issue: [Insert]**

**Car registration: [Insert]**

Dear **Sir/Madam**

As the registered keeper of [insert car registration], I am writing to formally challenge the above Parking Charge Notice on the basis that I was not driving the vehicle at the time of the parking event.

 The Protection of Freedoms Act 2012 is not applicable in Northern Ireland. In this jurisdiction it is the driver of the vehicle who is liable for any parking charges, not the registered keeper. As the burden of proof is on the claimant, I would ask you to provide evidence that I was the driver of this vehicle at the time this alleged contravention occurred.

 If you are unable to provide the information/documentation requested, I would respectfully request that you rescind this Parking Charge Notice and desist from any recovery action against via debt recovery agency.

 I look forward to receiving notification within 35 days that the Parking Charge Notice has been cancelled, and confirmation that you desist from any further debt recovery action.

Yours sincerely,

**[Insert signature]
[Print name and Surname]**