

Sample Letter to Appeal a Parking Ticket If You Paid but Were Still Fined

[Your full name]

[Your address]

[Your email address or phone number]

[Date]

[Name of the council, city or parking operator that issued the ticket]

[Their postal address, or the reference of their online appeal form]

Re: Appeal against parking ticket number [ticket or notice number], vehicle [registration or plate number]

To whom it may concern,

I am writing to appeal parking ticket number [ticket or notice number], issued on [date] at [time] at [street or car park name, and the zone, bay or meter number] to my vehicle, registration [plate number].

I had paid for parking at this place and time. I paid [amount] using [the parking app, the pay and display machine, the meter, pay by phone or my parking permit] at [time you paid]. My payment covered the period from [start time] to [end time], and the ticket was issued at [time on the ticket], which falls inside the period I paid for.

[Keep the one sentence below that matches what happened and delete the others.]

[The payment went through, but the paper ticket or receipt was not visible on my dashboard when the officer checked.]

[My app session was active at the time, as the attached screenshot shows, but it may not have appeared on the officer's device.]

[I made a small mistake when I paid: I entered the wrong plate or zone number. The payment was still for this vehicle, at this place, for this time.]

[My permit was valid on the day, but it was not visible because it had fallen or was covered.]

I have attached the following evidence:

1. [The receipt, or a screenshot of the app session showing the zone, plate number, start time and end time]
2. [The bank or card statement line showing the payment of the amount on the date]
3. [Photos of my car where it was parked, the nearby sign and the zone, bay or meter number]
4. [A copy of my permit, if the ticket involves a permit]

As I paid for the parking I used, I ask you to cancel this ticket. If you decide not to cancel it, please tell me the reasons and explain how I can take my appeal to the next stage.

Thank you for considering my appeal.

Yours faithfully,

[Your name]

[Your signature]