



Make an Appeal

To make an appeal, complete this Appeal Form making sure that any details that you fill in match those on the notice that you were given.

When complete, you should post this form along with any supporting evidence that you may want to be considered to: **PSL, 12 Deben Mill Business Centre, Old Maltings Approach, Woodbridge, IP12 1BL.**

Notice Details

Notice Number: <input type="text"/>	Date Issued: <input type="text"/>	Time Issued: <input type="text"/> : <input type="text"/>
From Station: <input type="text"/>	Reason <input type="text"/>	
To Station: <input type="text"/>	Authorised Collector <input type="text"/>	
Notice Issued At: <input type="text"/>		

Passenger Details

Title: <input type="text"/>	Address: <input type="text"/>
First Name: <input type="text"/>	
Middle Name: <input type="text"/>	
Last Name: <input type="text"/>	Date of Birth: <input type="text"/>

Correspondence

We will contact you in writing by letter to the address given above. If you would prefer that you we correspond with you by email, please enter your email address below. We cannot be responsible for any errors in your email address, please ensure you check your spam/junk folder for responses from us.

Email Address: <input type="text"/>
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You must provide a clear and concise explanation of why you were not able to show an appropriate valid ticket when you were asked to do so. We can only consider appeals for Penalty Fare Notices using the details and evidence that you provide so it is important to include all facts and information you want considered with your appeal.

Appeal Details

Provide full details of why you think the notice was incorrectly or unfairly issued:

Please include with this form copies of evidence and documents that will support your appeal e.g.

- The Penalty Fare Notice
- Oyster Card Number
- Season Ticket Details/Copy
- Photo Card Details/Copy
- Original Ticket Details/Copy

Third Party Consent Form Declaration

If you are appealing on behalf of someone else in order to comply with the Data Protection Act 1998, you will need to either declare yourself as the parent/guardian of an under 16 year old, or, provide evidence of their consent or, provide a copy of your authority to act on their behalf before your appeal can be processed. If authority to act on behalf of the named person on the notice is authorised by a document such as a Power of Attorney or Court of Protection, please attach and submit a copy of this authority.

I hereby authorise the following person to liaise with Penalty Services in respect of this appeal, to act on my behalf and to receive such information which may be considered relevant to my Penalty Fare or Unpaid Fare Notice.

Authority granted to

Title: <input type="text"/>	Address: <input type="text"/>
First Name(s): <input type="text"/>	
Surname: <input type="text"/>	
Telephone Number: <input type="text"/>	Email: <input type="text"/>

I understand that any information given about myself is limited to that which is relevant to the Penalty Fare or Unpaid Fare Notice, and only disclosed to those people who have consented to acting on my behalf.

Authority granted by

I am the Parent/Legal Guardian of an under 16 year old (if yes please tick): <input type="checkbox"/>	
If not ticked, please have person who the notice was issued to complete the following.	
First Name(s): <input type="text"/>	Surname <input type="text"/>
Signature <input type="text"/>	Date <input type="text"/>