

# APPEALS & COMPLAINTS PROCEDURE

Queens School cannot request Parking Charge Notices to be cancelled, you must appeal directly to Parkingeye, following the steps set out on the Parking Charge Notice.

All appeals and complaints to Parkingeye must be made in writing and should be forwarded to the address below or submitted online.

All appeals must be received within 28 days from the date of their initial correspondence. Please include proof of purchase via a bank statement or receipt and as much information as possible.

If your appeal is unsuccessful, you will be advised in writing and you will also be provided with details of the Independent Appeals Service (POPLA), their contact details and a unique appeal reference number.



Appeals Department, ParkingEye Ltd, PO Box 117, Blyth, NE24 9EJ



<https://portal.parkingeye.co.uk>



Alternatively, payment can be made by telephoning Parkingeye on 0330 555 4444 or [www.parkingeye.co.uk](http://www.parkingeye.co.uk) or by posting a cheque or postal order to the address above.