



Suite 1, The Manor Ballroom, 4. St Margarets Green, Ipswich, Suffolk, IP4 2BP

Tel: 07356 083596

info@ipswichparkingservices.co.uk

Procedure for When Details Are Entered Incorrectly at Payment Stage

Should you incorrectly enter the details of your fine on the payment screen prior to entering to payment, you will need to follow the details listed below in order to amend the problem.

Please remember that there is a £20.00 admin fee that will be applied.

Please send us your details of

- Name:
- Address
- Email:
- PCN Ref Number
- Date Of Issue

Please add a covering note as to what details were entered incorrectly so this can be checked against our records and amended accordingly.

Send to either: Suite 1, The Manor Ballroom, 4. St Margarets Green, Ipswich, Suffolk, IP4 2BP or

Email: payment@ipswichparkingservices.co.uk

- You will receive an acknowledgement note by email or post to confirm receipt of your request.
- Please allow 14 days for this process to be looked into and your query resolved. Ipswich Parking Services will then write to you with the outcome of the amendments.
- You will be invoiced for the admin fee which will need to be paid through the payment link on the invoice or by calling us on the number at the top of the page

To understand how we use your data, please check the website at www.ipswichparkingservices.co.uk/privacy-notice

In the event that any outstanding amounts are not paid in full, your case will be handed over to a debt recovery company who will be tasked with the full collection of the outstanding amounts.

Ipswich Parking Services Ltd.

Company Number 15141213

Registered Address – 2nd Floor, College House, 17 King Edwards Road, Ruislip, London, HA4 7AE

Company is registered under the jurisdiction of England and Wales