

### **The rules relating to service:**

#### **The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022. The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) (England) Regulations 2022: Regulation 3**

##### **“Service by post”**

- 1) Subject to paragraph (5), any notice (except a penalty charge notice served under regulation 9) or charge certificate under these Regulations –
  - a) may be served by first class (but not second class) post; and
  - b) where the person on whom it is to be served is a body corporate, is duly served if it is sent by first class post to the secretary or clerk of that body.
  
- 2) Service of a notice or charge certificate contained in a letter sent by first class which has been properly addressed, pre-paid and posted shall, unless the contrary is proved, to be taken to have been effected on the second working day after the day of posting.
  
- 3) In paragraph (2), “working day” means any day except –
  - a) a Saturday or a Sunday;
  - b) New Year’s Day;
  - c) Good Friday;
  - d) Christmas Day;
  - e) any other day which is a bank holiday in England and Wales under the Banking and Financial Dealings Act 1971.
  
- 4) A document may be transmitted to a vehicle hire firm (as defined in regulation 5(4)) by means of electronic data transmission where –
  - a) the vehicle fire firm has indicated in writing to the person sending the notice or document that is willing to regard the document as having been duly sent to it if it is transmitted to a specified electronic address; and
  - b) the document is transmitted to that address.