

NOTE NO: A018/05

Protocol Division of the Foreign and Commonwealth Office presents its compliments to all Diplomatic Missions and International Organisations and wishes to advise them of the procedure to follow if they receive a parking fine or a penalty related to a London Congestion Charge, and wish to either appeal against it or pay the fine.

Should Diplomatic Missions and International Organisations receive a parking fine or a penalty notice for non-payment of the London Congestion Charge, and wish to lodge an appeal, they should send the completed appeal form directly to the Council which issued the notice or, in the case of the Congestion Charge, to Transport for London (part of the London Mayoral administration) and not to Protocol Division. Payment of parking fines and the London Congestion Charge should also be sent directly to the relevant municipal authority.

The Division is of course prepared to provide guidance or assistance and, if necessary, to contact Councils, in response to individual requests from Missions and Organisations. However, because of the need to act promptly in response to such notices, direct contact with the issuing authority will be more convenient and quicker in the large majority of cases.

Protocol Division of the Foreign and Commonwealth Office avails itself of this opportunity to express to all Diplomatic Missions and International Organisations the assurances of its highest consideration.

**FOREIGN AND COMMONWEALTH OFFICE
LONDON SW1**

7 February 2005

