

Court and debt payment process

A Penalty Fare Notice of £70 must be paid within 22 days from the day after it's been issued.

A reminder notice will be sent at 14 days if payment is not received.

After 22 days an internal review will be carried out to determine if the customer who hasn't paid the Penalty Fare Notice is to be sent to court.

Prosecution through court - a letter of intention will be sent to the customer advising of the next steps.

Court paperwork will be prepared for prosecution of Byelaw offence with a maximum fine of £1,000 and costs of £150.

If no payment received 14 days notice will be advised in writing

If still no payment received at day 23, a £25 administration charge will be applied and the case will be escalated to the Magistrates Court

Court summons issued

Found guilty at court

Found not guilty at court

Court issues fine of up to £1000 plus costs