## SCHEDULE

## FIXED PENALTY NOTICES

## PART 2

## FORM AND CONTENT OF FIXED PENALTY NOTICES

9

- A fixed penalty notice must give particulars of the circumstance alleged to constitute the offence as are necessary to explain why an offence has occurred.
- 10 A fixed penalty notice must also state—
  - (a) the name and address of the authority on whose behalf the authorised officer was acting when the officer gave the notice;
  - (b) the amount of the penalty and the period for paying the penalty;
  - (c) the amount of the discounted penalty and the period for which the discount applies;
  - (d) the consequences of not paying the penalty before the end of the penalty payment period;
  - (e) the person to whom and the address at which the penalty or discounted penalty may be paid;
  - (f) by what method payment may be made;
  - (g) the person to whom and the address at which any representations relating to the notice may be made.

11 A fixed penalty notice must also—

- (a) inform the person to whom it is given of his or her right to be tried for the alleged offence, and
- (b) explain how that right may be exercised.