SCHEDULES

SCHEDULE 1

FIXED PENALTIES

Contents of penalty notice

1. A penalty notice must—

(a) state the alleged offence, and

(b) give such particulars of the circumstances alleged to constitute it as are necessary for giving reasonable information about it.

2.—(1) A penalty notice must also state—

(a) the amount of the penalty and the period for its payment,

(b) the discounted amount and the period for its payment,

(c) the consequences of not paying the penalty or the discounted amount before the end of the period mentioned in head (a) or (b),

(d) the person to whom and the address at which payment may be made,

(e) by what method payment may be made,

(f) the person to whom and the address at which any representations relating to the notice may be made.

(2) The person mentioned in sub-paragraph (1)(d) and (f) must be the district council on whose behalf the authorised officer was acting when he gave the notice.

3. A penalty notice must also—

(a) inform the person to whom it is given of his right to be tried for the alleged offence, and

(b) explain how that right may be exercised.

4. A penalty notice must be in a form specified in regulations.