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STATUTORY INSTRUMENTS

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**2007 No. 1952**

**HIGHWAYS, ENGLAND**

**The Street Works (Fixed Penalty) (England) Regulations 2007**

<i>Made</i>	- - - -	<i>10th July 2007</i>
<i>Laid before Parliament</i>		<i>11th July 2007</i>
<i>Coming into force</i>	- -	<i>12th May 2008</i>

The Secretary of State for Transport makes the following Regulations in exercise of the powers conferred by sections 48(2), 95A(5), 97 and 104(1) of, and paragraphs 2, 4(1), 5(2), 8(a) and 9(b) of Schedule 4B to, the New Roads and Street Works Act 1991(1).

In relation to the exercise of her powers under paragraph 8(a) of that Schedule she has the consent of the Treasury.

**Citation, commencement and application**

1.—(1) These Regulations may be cited as the Street Works (Fixed Penalty) (England) Regulations 2007 and shall come into force on 12th May 2008.

(2) These Regulations apply as respects England only.

**Interpretation**

2. In these Regulations—

“the 1991 Act” means the New Roads and Street Works Act 1991;

“address”, in relation to a particular method for transmitting an electronic communication, means any number or address used for the purposes of such method of transmission;

“electronic communication” has the meaning given in section 15(1) of the Electronic Communications Act 2000(2); and

“offence” means a fixed penalty offence.

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(1) 1991 c.22. Section 95A and Schedules 4A and 4B are inserted by the Traffic Management Act 2004 (c.18) (“the 2004 Act”), section 41 and Schedules 2 and 3. The functions of the Secretary of State under sections 95A and 104(1) are transferred, so far as exercisable in relation to Wales, to the National Assembly for Wales by the National Assembly for Wales (Transfer of Functions) Order 1999 (S.I. 1999/672), article 2 and Schedule 1, as amended by section 96 of the 2004 Act. Section 97 is prospectively amended by section 64(4) of that Act.

(2) 2000 c.7. Section 15(1) was amended by the Communications Act 2003 (c.21), section 406(1) and Schedule 17, paragraph 158.

## Exceptions

3. Section 95A(1) of, and Schedule 4A to, the 1991 Act (fixed penalty offences under Part 3) shall not apply to a street which is not a maintainable highway.

## Form of fixed penalty notice

4. A fixed penalty notice shall be in the form set out in Schedule 1.

## Manner of service of a fixed penalty notice or a notice withdrawing a fixed penalty notice

5.—(1) Subject to paragraphs (5) and (7), where a person—

- (a) has provided a street authority with an address for service on him of any notice under Schedule 4B to the 1991 Act (fixed penalties for certain offences under Part 3) by using a particular method for transmitting an electronic communication; and
- (b) has not notified the authority that the address is withdrawn for that purpose,

such notice shall be given by sending it to him at that address by that method, in accordance with the condition set out in paragraph (3).

(2) In any other case, a notice under that Schedule shall be given by—

- (a) sending it by first class post to the person to whom it is to be given at his proper address;
- (b) delivering it to him;
- (c) leaving it at his proper address; or
- (d) any other means agreed with him.

(3) The condition referred to in paragraph (1) is that the notice shall be—

- (a) capable of being accessed by the person to whom it is being sent;
- (b) legible in all material respects; and
- (c) in a form which permits the notice to be retained for subsequent reference,

and for this purpose “legible in all material respects” means that the information contained in the notice is available to that person to no lesser extent than it would be if given by means of a notice in printed form.

(4) Subject to section 98(2) of the 1991 Act (reckoning of periods), where an electronic communication is used for the purpose of serving a notice under Schedule 4B to that Act, then, unless the contrary is proved, the notice shall be deemed to be given on the day and at the time recorded by the transmitting apparatus as being the day and time of satisfactory completion of the transmission.

(5) Where, after three attempts (duly recorded by the person serving the notice) to effect service by using one particular method for transmitting an electronic communication, service cannot be effected, the notice may be given by serving it upon the person to whom it is to be given by any other such method for which an address is available by virtue of paragraph (1) or by any of the other means referred to in paragraph (2).

(6) Subject to paragraph (7), for the purposes of this regulation, the proper address of any person to whom a notice under Schedule 4B to the 1991 Act is to be given shall be—

- (a) where such person has provided the street authority giving the notice with an address for postal service of such notices, that address; and
- (b) otherwise—
  - (i) in the case of a corporation, the registered or principal office of the corporation; and
  - (ii) in any other case, the last known address of such person.

(7) A person may provide different addresses for different notices or different classes of notice.

#### **Time limit for giving fixed penalty notice**

6. A fixed penalty notice for an offence may not be given more than 91 days after the commission of the offence beginning with the day of its commission.

#### **Amount of penalty**

7.—(1) Subject to paragraph (2), where a fixed penalty notice has been given in relation to an offence set out in column 2 of the Table in Schedule 2 to these Regulations and briefly described in column 3 of that Table, the penalty for that offence shall be the amount set out, in relation to it, in column 4.

(2) Where, in relation to such an offence, payment is made before the end of the period specified in paragraph 5(1) of Schedule 4B to the 1991 Act, or if the last day of that period does not fall on a working day, before the end of the next working day in accordance with paragraph 5(3) of that Schedule, the penalty for that offence shall instead be the amount set out, in relation to it, in column 5.

#### **Modification of Schedule 4B**

8.—(1) Schedule 4B to the 1991 Act is modified (in its application as respects England) as follows.

(2) In paragraph 4(2) for “29” substitute “36”.

(3) In paragraph 5(1) for “15” substitute “29”.

#### **Application of penalties**

9. A street authority may deduct from fixed penalties received under Schedule 4B to the 1991 Act the reasonable costs of operating the scheme under which they are paid and shall apply the net proceeds for the purpose of developing or implementing policies for the promotion and encouragement of safe, integrated, efficient and economic transport facilities and services to, from and within their area.

#### **Form of notice withdrawing a fixed penalty notice**

10. Where a notice withdrawing a fixed penalty notice is given in accordance with paragraph 7(1) of Schedule 4B to the 1991 Act, it shall be in the form set out in Schedule 3.

Signed by authority of the Secretary of State for Transport

10th July 2007

*Rosie Winterton*  
Minister of State,  
Department for Transport

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We consent to the making of these Regulations to the extent that they are made in exercise of the powers conferred by paragraph 8(a) of Schedule 4B to the 1991 Act.

9th July 2007

*F. Roy*  
*Alan Campbell*  
Two of the Lords Commissioners of  
Her Majesty's Treasury

SCHEDULE 1

Regulation 4

FORM OF FIXED PENALTY NOTICE

*	<b>FIXED PENALTY NOTICE</b>	F PE N N .....
(*Insert Street Authority name)	<b>NEW ROADS AND STREET WORKS ACT 1991</b> (Section 95A and Schedules 4A and 4B)	N N .....
<b>PART A</b>		
Contact Tel No.	Works Ref No. *	.....
	Street Authority No. *	dd
	(*To be left blank where the offence relates to works of which no notice has been given.)	
<b>TO:</b>	<b>DATE OF THIS NOTICE:</b>	
	.....	
<b>ADDRESS:</b>		
<b>OFFENCE CODE</b> (See Part B) ( <b>NB:</b> Only one offence code per fixed penalty notice) :		
.....		
<b>LOCATION:</b>		
<b>DATE OF OFFENCE:</b>		
<b>DETAILS OF OFFENCE :</b>		
<p>1. I am giving you this notice, in accordance with section 95A of, and Schedule 4B to, the New Roads and Street Works Act 1991, to offer you the opportunity of discharging any liability to conviction for this fixed penalty offence by payment of the fixed penalty.</p> <p>2. This means that no legal proceedings will be commenced for the offence if, subject to paragraph 3, the penalty of £120 (See Part B for instructions on methods of payment) within the period of 36 days beginning with the day on which this notice is given. (<b>NB:</b> The street authority may extend this period in any particular case if they consider it appropriate to do so (See paragraph 4(3) of Schedule 4B)).</p> <p>3. Instead of paying the amount referred to in paragraph 2, liability to conviction for the offence may also be discharged if a discounted amount of £80 is paid within the period of 29 days beginning with the day on which this notice was given. If the last day of this period does not fall on a working day, the period for payment of the discounted amount is extended to the next working day (See paragraph 5(3) of Schedule 4B)).</p> <p>4. If the discounted amount is not paid within the period set out in paragraph 3, as extended where relevant, liability to conviction for the offence may only be discharged thereafter by payment of the penalty of £120 within the period set out in paragraph 2, as extended where considered appropriate. If you then fail to pay the penalty within that period, legal proceedings for the offence may be commenced against you.</p> <p>5. Any representations that you wish to make in relation to this notice may be addressed to _____ at _____ identified by the fixed penalty notice number stated above.</p>		
<b>NAME OF AUTHORISED OFFICER</b> (in block capitals):		
.....		
<b>DATE :</b>		
.....		

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<b>PART B</b>		
* <i>(* Insert Street Authority name)</i>	<b><u>INSTRUCTIONS ON METHODS OF PAYMENT</u></b>	
<p><b>ELECTRONICALLY</b>– by the Bankers Automated Clearing Services (BACS). Payment should be made to Code _____, Account Number _____. Payment must be supported by the timely submission of a list of the notice numbers covered by the payment and the amount being paid in relation to each number.</p>		
<p><b>“ON LINE”</b> - please visit our website at _____.</p>		
<p><b>BY POST</b>- by making your cheque payable to _____ and sending it to _____. Payment must be accompanied by a list of the fixed penalty notice numbers covered by the payment and the amount being paid in relation to each number. A receipt will be sent on request.</p>		
<p><b>IN PERSON</b> – to _____ at _____ between _____ am and _____ pm on any day on which the office is open for business. Any cheque should be made payable to _____. Payment may be made by debit or credit card if one that is accepted by the Street Authority in accordance with their standard procedures. Payment must be accompanied by a list of the fixed penalty notice numbers covered by the payment and the amount being paid in relation to each number. A receipt will be provided on request.</p>		
<p><b>BY TELEPHONE</b> – by contacting _____ at _____ on _____ between _____ am and _____ pm on any day on which the office is open for business. Payment may only be made by using a debit or credit card that is accepted by the Street Authority in accordance with their standard procedures. You must state the fixed penalty notice number in respect of which payment is being made and the amount being paid in relation to each number. A receipt will be provided on request.</p>		
<p><b>OTHER METHOD/S</b> - * <i>(* Insert details where applicable.)</i></p>		

<b>OFFENCE CODES AND DESCRIPTION</b> (By reference to the New Roads and Street Works Act 1991)		
CODE	OFFENCE	BRIEF DESCRIPTION
01	An offence under section 54(5).	Failure to comply with duties under s.54 (advance notice of works, etc.).
02	An offence under section 55(5).	Beginning to execute works in contravention of s.55 (starting date).
03	An offence under section 55(9).	Failure to give notice in accordance with s.55(8) (notice on s.55 notice ceasing to have effect).
04	An offence under section 57(4).	Failure to give notice in accordance with s.57 (notice of works).
05	An offence under section 70(6) consisting of a failure to comply with subsection (3) or (4A).	Failure to comply with requirements to give notice of reinstatement.
06	An offence created by regulations made under section 74(7B).	Failure to give a notice required by regulations under section 74 for occupation of the highway where works unreasonable.
07	An offence created by regulations made under section 74A(11).	Failure to give a notice required by regulations under section 74A determined by reference to duration of works).

## SCHEDULE 2

Regulation 7

## AMOUNT OF PENALTY

## TABLE

<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>
<i>Item No.</i>	<i>Offence under the 1991 Act</i>	<i>Brief description</i>	<i>Amount of penalty</i>	<i>Discounted amount</i>
1.	An offence under section 54(5).	Failure to comply with duties under s.54 (advance notice of certain works, etc.).	£120.	£80.
2.	An offence under section 55(5).	Beginning to execute works in contravention of s.55 (notice of starting date).	£120.	£80.
3.	An offence under section 55(9)(3).	Failure to give notice in accordance with s.55(8) (notice to be given on s.55 notice ceasing to have effect).	£120.	£80.
4.	An offence under section 57(4).	Failure to give notice in accordance with s.57 (notice of emergency works).	£120.	£80.
5.	An offence under section 70(6) consisting of a failure to comply with subsection (3) or (4A)(4).	Failure to comply with requirements to give notice of completion of reinstatement.	£120.	£80.
6.	An offence created by regulations made under section 74(7B).	Failure to give a notice required by regulations under s.74 (charge for occupation of the highway where works unreasonably delayed).	£120.	£80.
7.	An offence created by regulations made under section 74A(11).	Failure to give a notice required by regulations under s.74A (charge determined by reference to duration of works).	£120.	£80.

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(3) Subsections (8) and (9) of section 55 are inserted by the Traffic Management Act 2004 (c.18), section 49(2).

(4) Section 70(3) is substituted and section 70(4A) inserted by the Traffic Management Act 2004 (c.18), section 54(3).

(3) Subsections (8) and (9) of section 55 are inserted by the Traffic Management Act 2004 (c.18), section 49(2).

(4) Section 70(3) is substituted and section 70(4A) inserted by the Traffic Management Act 2004 (c.18), section 54(3).

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SCHEDULE 3

Regulation 10

FORM OF NOTICE WITHDRAWING A FIXED PENALTY NOTICE

<p style="text-align: center;">*</p> <p style="text-align: center;">(* Insert Street Authority name)</p>	<p><b>NOTICE WITHDRAWING FIXED PENALTY NOTICE</b></p> <p><b>NEW ROADS AND STREET WORKS ACT 1991</b> (Section 95A and Schedules 4A and 4B)</p>	<p>F PE N N .....</p>
<p><b>TAKE NOTICE</b> that the fixed penalty notice numbered as above is hereby <b>WITHDRAWN</b>.</p>		
<p><b>NAME OF AUTHORISED OFFICER</b> (<i>in block capitals</i>) :</p> <p style="text-align: right;">.....</p>		
<p style="text-align: right;"><b>DATE :</b></p> <p style="text-align: right;">.....</p>		

**EXPLANATORY NOTE**

*(This note is not part of the Regulations)*

Section 41 of, and Schedules 2 and 3 to, the Traffic Management Act 2004, insert section 95A and Schedules 4A and 4B into the New Roads and Street Works Act 1991 (“the 1991 Act”). This provides for certain offences under Part 3 of the 1991 Act to become fixed penalty offences and enables regulations to be made in relation to them.

The Street Works (Fixed Penalty) (England) Regulations 2007 make general provision as respects England in relation to fixed penalties for certain offences under Part 3 of the 1991 Act.

*Regulation 2* defines terms used in these Regulations.

*Regulation 3* prevents street managers (the street authority for a street which is not a maintainable highway) from giving fixed penalty notices in relation to such a street.

*Regulation 4 and Schedule 1* prescribe the form of a fixed penalty notice.

*Regulation 5* sets out the manner of service of a fixed penalty notice and a notice withdrawing a fixed penalty notice and includes provision for service by electronic communications.

*Regulation 6* specifies that a fixed penalty notice may not be given more than 91 days after the commission of the offence beginning with the day of its commission.

*Regulation 7 and Schedule 2* set out details of the fixed penalty offences and prescribe that in relation to each offence the penalty shall be £120 unless the sum of £80 is paid before the end of the period for payment of the discounted amount.

*Regulation 8* modifies Schedule 4B to the 1991 Act (in its application as respects England) by substituting the period of 36 days for the period of 29 days, being the period for payment of a fixed penalty, and by substituting the period of 29 days for the period of 15 days, being the period for payment of a discounted amount instead of the full penalty.

*Regulation 9* enables a street authority to deduct the costs of issuing and administering fixed penalty notices from the penalties received and requires any net proceeds to be applied to the development or implementation of certain transport policies in relation to their area.

*Regulation 10 and Schedule 3* prescribe the form of a notice withdrawing a fixed penalty notice.

A full regulatory impact assessment of the effect that this instrument will have on the costs of business and the voluntary sector is available from the Department for Transport, Zone 2/08, Great Minster House, 76 Marsham Street, London SW1P 4DR (Tel: 020 7944 8046) and is annexed to the Explanatory Memorandum which is available alongside the instrument on the OPSI website. Both the Explanatory Memorandum and the assessment may also be found by visiting the Department's website at [www.dft.gov.uk](http://www.dft.gov.uk).