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SCHEDULE 1

Regulation 23

FORM OF FIXED PENALTY NOTICE

*	FIXED PENALTY NOTICE [NAME OF PERMIT SCHEME ORDER] THE TRAFFIC MANAGEMENT PERMIT SCHEME (WALES) REGULATIONS 2009	FIXED PENALTY NOTICE Number:
PART A		
Contact Tel No.	Permit Reference No. *	
TO:	DATE OF THIS NOTICE:	
 dd mm yy	
ADDRESS:		
OFFENCE CODE (See Part B) (NB: Only one offence code per fixed penalty notice) :		
.....		
LOCATION:		
DATE OF OFFENCE		
DETAILS OF OFFENCE :		
<p>1. I am giving you this notice, in accordance with Part 5 of the Traffic Management Permit Scheme (Wales) Regulations 2009, to offer you the opportunity of discharging any liability to conviction for this fixed penalty offence by payment of a penalty.</p> <p>2. This means that no legal proceedings will be commenced for the offence if, subject to paragraph 3, the penalty of [£500] [£120] is paid (See Part B for instructions on methods of payment) within the period of 36 days beginning with the day on which this notice was given. (NB: The permit authority may extend this period in any particular case if they consider it appropriate to do so (See regulation 24(3))).</p> <p>3. Instead of paying the amount referred to in paragraph 2, liability to conviction for the offence may also be discharged if the discounted amount of [£300] [£80] is paid within the period of 29 days beginning with the day on which this notice was given. (NB: If the last day of this period does not fall on a working day, the period for payment of the discounted amount is extended until the end of the next working day (See regulation 25(3))).</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 [£500] [£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 identifying the fixed penalty notice number stated above.</p>		
NAME OF AUTHORISED OFFICER (in block capitals):		
.....		
DATE :		
.....		

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PART B		
* (* Insert Street Authority name)	<u>INSTRUCTIONS ON METHODS OF PAYMENT</u>	FIXED PENALTY NOTICE Number:
<p>ELECTRONICALLY- by the Bankers Automated Clearing Services (BACS). Payment should be made to , Sort Code , Account Number . Payment must be supported by the timely submission of a list of the fixed penalty notice numbers covered by the payment and the amount being paid in relation to each number.</p>		
<p>"ON LINE" - please visit our web site at .</p>		
<p>BY POST- 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>IN PERSON - to at between [9.00am and 4.30pm] 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 the card is one that is accepted by the Permit Authority in accordance with its 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>BY TELEPHONE - by contacting at on between [9.00am and 4.30pm] 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 Permit Authority in accordance with its standard procedures. You must state the fixed penalty notice number of each notice in respect of which payment is being made and the amount being paid in relation to each number. A receipt will be sent on request.</p>		

OFFENCE CODES AND DESCRIPTION		
(By reference to the Traffic Management Permit Scheme (Wales) Regulations 2009)		
CODE	OFFENCE	BRIEF DESCRIPTION
PS01	An offence under Regulation 19(1)	Undertaking specified works on a specified street without a permit where an applicable Permit Scheme requires one.
PS02	An offence under Regulation 20(1)	Breaching a permit condition.