SCHEDULE

Regulation 2(1)

[ENW'R AWDURDOD PWYSAU A MESURAU LLEOL]	**[NAME OF LOCAL WEIGHTS AND MEASURES AUTHORITY]**
[CYFEIRIAD YR AWDURDOD PWYSAU A MESURAU LLEOL]	**[ADDRESS OF LOCAL WEIGHTS AND MEASURES AUTHORITY]**
DEDDF PLANT A THEULUOEDD 2014:	**CHILDREN AND FAMILIES ACT 2014:**
ADRAN 91 (PRYNU TYBACO, CYNHYRCHION NICOTIN ETC. AR RAN PERSONAU O DAN 18 OED)	**SECTION 91 (PURCHASE OF TOBACCO, NICOTINE PRODUCTS ETC. ON BEHALF OF PERSONS UNDER 18)**
HYSBYSIAD O GOSB BENODEDIG	**FIXED PENALTY NOTICE**
SWM Y GOSB: £90	**PENALTY AMOUNT £90**

RHAN 1		**PART 1**
COPI'R DERBYNNYDD		**RECIPIENT COPY**
Rhif yr hysbysiad o gosb	____________	**Penalty notice number**
Enw llawn y troseddwr honedig	____________	Full name of alleged offender
	____________	
Cyfeiriad y troseddwr honedig	____________	Address of alleged offender
	____________	
	____________	
Cod post	____________	Post code
Dyddiad geni (os yw'n hysbys)	____________	Date of birth (if known)
Rhyw		Sex
Gwryw	☐	*Male*
Benyw	☐	*Female*
Mae gennyf i,	____________	I,
(*enw*), un o swyddogion awdurdodedig [enw'r awdurdod pwysau a mesurau lleol], reswm i gredu eich bod wedi troseddu o dan adran 91 o Ddeddf Plant a Theuluoedd 2014 (prynu neu		(*name*), an authorised officer of [name of local weights and measures authority] have reason to believe that you committed an offence under section 91 of the Children and Families Act 2014

geisio prynu tybaco, papurau sigaréts neu gynnyrch nicotin perthnasol ar ran unigolyn o dan 18 oed) mewn ardal y mae gan [enw'r awdurdod pwysau a mesurau lleol] gyfrifoldebau gorfodi ynddi.		(buying or attempting to buy tobacco, cigarette papers or a relevant nicotine product on behalf of an individual aged under 18) within an area in which [name of local weights and measures authority] has enforcement responsibilities.
Amgylchiadau'r drosedd honedig yw eich bod chi, am (*amser*)	______________________	The circumstances alleged to constitute the offence are that at (*time*)
ar (*dyddiad*)	______________________	on (*date*)
yn y man a ganlyn (*y lle y digwyddodd y drosedd honedig, gan gynnwys y cyfeiriad*):	______________________ ______________________ ______________________	you, in the following place (*where alleged offence took place, including address*):
, yn honedig, wedi (*manylion y drosedd*):	______________________ ______________________ ______________________	allegedly (*details of offence*):

Mae'r hysbysiad hwn yn rhoi cyfle ichi fodloni unrhyw atebolrwydd am gollfarn am y drosedd hon drwy dalu cosb benodedig o **£90 (naw deg o bunnoedd)**. Ni chychwynnir achos am y drosedd hon cyn diwedd cyfnod o 29 diwrnod sy'n dechrau gyda (*y dyddiad y rhoddir yr hysbysiad hwn*).

This notice offers you the opportunity of discharging any liability for conviction for that offence by payment of a fixed penalty of **£90 (ninety pounds)**. No proceedings will be taken for this offence before the expiration of 29 days beginning with (*date on which this notice is given*).

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Ni fyddwch yn agored i'ch collfarnu am y drosedd os talwch y gosb benodedig o fewn y cyfnod hwnnw. Yn y Ffurflen hon, cyfeirir at y cyfnod hwn fel y cyfnod o 29 diwrnod.

You will not be liable to conviction for the offence if you pay the fixed penalty within that period. In this Form this period is referred to as the 29 day period.

Cewch dalu swm gostyngedig o £60 (chwe deg o bunnoedd) os talwch o fewn y cyfnod o 15 diwrnod sy'n dechrau gyda (*y dyddiad y rhoddir yr hysbysiad hwn*)

You can pay a discounted amount of £60 (sixty pounds) if you pay within the period of 15 days beginning with (*date on which this notice is given*)

____

Os nad yw'r 15fed diwrnod yn ddiwrnod gwaith, caniateir ichi dalu ar y diwrnod gwaith nesaf(**a**). Yn y Ffurflen hon, cyfeirir at y cyfnod hwn fel y cyfnod o 15 diwrnod.

Mae Rhan 2 o'r hysbysiad hwn yn cynnwys gwybodaeth y dylid rhoi sylw iddi ar unwaith gan y person y rhoddir yr hysbysiad iddo. Rhoddir manylion am sut i dalu'r gosb benodedig yn Rhan 3 o'r hysbysiad hwn. Rhoddir manylion am sut i ofyn am wrandawiad llys ynglŷn â'r drosedd honedig hon yn Rhan 4 o'r hysbysiad hwn. **Os oes gennych unrhyw gwestiwn, neu os hoffech drafod yr hysbysiad hwn, cysylltwch â/ag [enw a chyfeiriad yr awdurdod pwysau a mesurau lleol ynghyd â'i fanylion cyswllt].**

If the 15th day is not a working day, you may pay on the next working day(**b**). In this Form this period is referred to as the 15 day period.

Information for the immediate attention of the person who has been issued this penalty notice is at Part 2 of this notice. Details about how to pay this fixed penalty are at Part 3 of this notice. Details about how to request a court hearing in relation to this alleged offence are at Part 4 of this notice. **If you have any questions, or if you wish to discuss this notice, please contact [name and address of local weights and measures authority and contact details].**

Llofnod y swyddog awdurdodedig ______________________ *Signature of authorised officer*

Dyddiad dyroddi ______________________ *Date of issue*

RHAN 2

GWYBODAETH AR GYFER SYLW PRYDLON Y PERSON Y RHODDIR YR HYSBYSIAD HWN IDDO:

Rydych wedi cael yr hysbysiad hwn oherwydd bod gan swyddog awdurdodedig [enw'r awdurdod pwysau a mesurau lleol] a enwir yn Rhan 1 o'r hysbysiad hwn reswm i gredu eich bod wedi cyflawni'r drosedd o brynu neu geisio prynu tybaco, papurau sigaréts neu gynnyrch nicotin perthnasol ar ran unigolyn o dan 18 oed fel y'i disgrifir yn Rhan 1. **O fewn y cyfnod o 29 diwrnod a bennir yn Rhan 1, rhaid ichi naill ai** dalu'r gosb neu ofyn am wrandawiad i'r mater gerbron llys. Ni chewch wneud y ddau beth.

Os methwch â gwneud y naill beth neu'r llall, caiff [enw'r awdurdod pwysau a mesurau lleol] ddwyn y mater gerbron llys. Mae person a geir yn euog o'r drosedd o brynu neu geisio prynu tybaco, papurau sigaréts neu gynnyrch nicotin perthnasol ar ran unigolyn o dan 18 oed yn agored, o'i gollfarnu'n ddiannod, i ddirwy nad yw'n fwy na lefel 4 ar y raddfa safonol.

PART 2

INFORMATION FOR THE IMMEDIATE ATTENTION OF THE PERSON WHO HAS BEEN ISSUED WITH THIS NOTICE:

You have received this notice because the authorised officer of [name of local weights and measures authority] named in Part 1 of this notice has reason to believe that you have committed the offence of buying or attempting to buy tobacco, cigarette papers or a relevant nicotine product on behalf of an individual aged under 18 as described in Part 1. **Within the 29 day period specified in Part 1, you must either** pay the penalty or request that the matter be heard by a court. You may not do both.

If you fail to do either, [name of local weights and measures authority] may pursue this matter in court. A person found guilty of the offence of buying or attempting to buy tobacco, cigarette papers or a relevant nicotine product on behalf of an individual aged under 18 is liable on summary conviction to a fine not exceeding level 4 on the standard scale.

RHAN 3

TALU'R GOSB

Swm y gosb benodedig yw **£90 (naw deg o bunnoedd)**. Rhaid talu'r swm o fewn y cyfnod o 29 diwrnod a bennir yn Rhan 1.

Gallwch dalu swm gostyngol o **£60 (chwe deg o bunnoedd)** os byddwch yn talu o fewn y cyfnod o 15 diwrnod a bennir yn Rhan 1.

Os byddwch yn dewis talu'r gosb hon, ni chymerir unrhyw gamau pellach mewn perthynas â'r drosedd honedig a ddisgrifir yn Rhan 1 o'r hysbysiad hwn. Nid yw talu'r gosb yn golygu eich bod yn cyfaddef eich bod yn euog, ac ni fydd yn achosi cofnod o gollfarn droseddol yn eich erbyn.

Gellir talu drwy lenwi Rhan 3A isod a'i hanfon ynghyd â'r taliad i'r cyfeiriad a nodir yn y Rhan honno, neu drwy gwblhau Rhan 3A isod a thalu'n bersonol yn [enw a chyfeiriad yr awdurdod pwysau a mesurau lleol]. Mae'r dulliau talu derbyniol yn cynnwys arian parod, siec, archeb bost neu archeb arian, neu daliad ar-lein (pan fo ar gael).

Dylid gwneud sieciau, archebion post neu archebion arian yn daladwy i [enw'r awdurdod pwysau a mesurau lleol]. [Gellir gwneud taliadau ar-lein ar [*mewnosoder cyfeiriad y wefan*]].

Os dewiswch dalu'r gosb hon gydag arian drwy'r post, rhaid ei anfon drwy bost cofrestredig, a rhaid cadw'r prawf o'r postio. Os oes arnoch angen derbynneb am dalu'r gosb, rhaid ichi ofyn am dderbynneb wrth dalu, ac os byddwch yn talu drwy'r post, rhaid ichi ddarparu amlen stampiedig wedi ei hunan-gyfeirio.

RHYBUDD: NI DDERBYNNIR TALIADAU SY'N CYRRAEDD YN HWYR. NI FYDDWN YN ANFON NODYN ATGOFFA ATOCH.

RHAN 3A

TALU COSB BENODEDIG A DDYRODDIR O DAN ADRAN 91 O DDEDDF PLANT A THEULUOEDD 2014

(PRYNU TYBACO, CYNHYRCHION NICOTIN ETC. AR RAN PERSONAU O DAN 18 OED)

PART 3

PAYING THE PENALTY

The amount of the fixed penalty is **£90 (ninety pounds)**. It must be paid within the 29 day period which is specified in Part 1.

You can pay a discounted amount of **£60 (sixty pounds)** if you pay within the 15 day period which is specified in Part 1.

If you choose to pay this penalty, no further action will be taken in respect of the alleged offence described at Part 1 of this notice. The payment of the penalty involves no admission of guilt and will not result in a record of criminal conviction being made against you.

Payment may be made by completing Part 3A below and sending it with payment to the address stated in that Part, or by completing Part 3A below and paying in person at [name and address of local weights and measures authority]. Acceptable methods of payment include cash, cheque, postal order or money order, or online payment (where available).

Cheques, postal orders or money orders should be made payable to [name of local weights and measures authority]. [Online payments [can be made at [*insert website address*]].

If you choose to pay this penalty in cash by post, this must be sent by registered post, and proof of posting must be retained. If you require a receipt for the payment of the penalty, you must ask for one at the time of payment, and if paying by post, you must provide a stamped, self-addressed envelope.

WARNING: LATE PAYMENT WILL NOT BE ACCEPTED. YOU WILL NOT BE SENT A REMINDER.

PART 3A

PAYMENT OF FIXED PENALTY ISSUED UNDER SECTION 91 OF THE CHILDREN AND FAMILIES ACT 2014

(PURCHASE OF TOBACCO, NICOTINE PRODUCTS ETC. ON BEHALF OF PERSONS UNDER 18)

Rhaid anfon y slip hwn gyda phob taliad		*This slip must accompany all payments*
At		To
[enw a chyfeiriad yr awdurdod pwysau a mesurau lleol y dylid anfon y taliad ato]	____________	[name and address of local weights and measures authority where payment should be sent]
Rhif yr hysbysiad o gosb	____________	**Penalty notice number**
Yr wyf yn amgáu'r swm o (*ticiwch un blwch*) (os gwneir y taliad o fewn y cyfnod o 15 diwrnod a bennir yn Rhan 1)	☐ **£60**	I enclose the amount of (*tick one box*) (if the payment is made within the 15 day period specified in Part 1)
(os gwneir y taliad o fewn y cyfnod o 29 diwrnod a bennir yn Rhan 1)	☐ **£90**	(if the payment is made within the 29 day period specified in Part 1)
Enw llawn y troseddwr honedig	____________	Full name of alleged offender
Cyfeiriad y troseddwr honedig	____________ ____________ ____________	Address of alleged offender
Cod post	____________	Post code
Llofnod	____________	Signature
Dyddiad	____________	Date

RHAN 4
GOFYN AM WRANDAWIAD LLYS

Os ydych yn dewis gofyn am wrandawiad llys, **rhaid** gwneud hynny o fewn y cyfnod o 29 diwrnod drwy lenwi Rhan 4A a'i hanfon at [enw'r awdurdod pwysau a mesurau lleol], neu drwy ysgrifennu at [enw'r awdurdod pwysau a mesurau lleol] yn y cyfeiriad a nodir yn Rhan 4A, gan roi eich manylion, rhif yr hysbysiad cosb (sydd i'w gael yn Rhan 1 o'r hysbysiad hwn) a'r cyfeiriad lle y gellir cyflwyno gwŷs i chi. Bydd y wŷs yn dweud wrthych ym mhle a pha bryd i fod yn bresennol yn y llys. Dim ond derbynnydd yr hysbysiad hwn (sef y person a enwir yn Rhan 1) gaiff ofyn am wrandawiad llys.

PART 4
REQUESTING A COURT HEARING

If you choose to request a court hearing, you **must** do so within the 29 day period by completing Part 4A and sending it to [name of local weights and measures authority], or by writing to [name of local weights and measures authority] at the address stated in Part 4A, giving your details, the penalty notice number (which can be found in Part 1 of this notice) and an address at which a summons can be served on you. The summons will tell you when and where to attend court. Only the recipient of this notice (the person named at Part 1) may request a court hearing.

RHAN 4A
DEDDF PLANT A THEULUOEDD 2014: ADRAN 91 (PRYNU TYBACO, CYNHYRCHION NICOTIN ETC. AR RAN PERSONAU O DAN 18 OED)

CAIS AM I LYS BARN YMDRIN Â'R DROSEDD HONEDIG

PART 4A
CHILDREN AND FAMILIES ACT 2014: SECTION 91 (PURCHASE OF TOBACCO, NICOTINE PRODUCTS ETC. ON BEHALF OF PERSONS UNDER 18)

REQUEST FOR ALLEGED OFFENCE TO BE DEALT WITH BY A COURT OF LAW

At [enw a chyfeiriad yr awdurdod pwysau a mesurau lleol y dylid anfon rhan 4A ato]	________________________	To [name and address of local weights and measures authority where part 4A should be sent]
Rhif yr hysbysiad o gosb	________________________	**Penalty notice number**
Rwyf yn dymuno i lys barn ddelio â mi ynglŷn â'r drosedd honedig.		I wish to be dealt with by a court of law for the alleged offence.
Enw llawn y troseddwr honedig	________________________ ________________________	Full name of alleged offender
Cyfeiriad y troseddwr honedig	________________________ ________________________ ________________________	Address of alleged offender
Cod post	________________________	Post code
Llofnod	________________________	Signature
Dyddiad	________________________	Date