

## SCHEDULE 1 FIXED PENALTIES

### *Content of fixed penalty notice*

- 2 (1) A notice must give reasonable particulars of the circumstances alleged to constitute the offence.
- (2) A notice must also contain the following information—
  - (a) the amount of the fixed penalty,
  - (b) the payment deadline,
  - (c) the discounted amount and the discounted payment deadline,
  - (d) the name of the council (or the person acting on the council's behalf) to which payment should be made,
  - (e) the address at which payment should be made,
  - (f) the method by which payment should be made.
- (3) A notice must state the following—
  - (a) any liability to conviction of the offence is discharged if the person makes payment of—
    - (i) the fixed penalty before the payment deadline, or
    - (ii) the discounted amount before the discounted payment deadline,
  - (b) the payment of a fixed penalty is not a conviction nor may it be recorded as such,
  - (c) no proceedings may be commenced against the person in respect of the offence unless the payment deadline has passed and the fixed penalty has not been paid.