

## SCHEDULES

### SCHEDULE 2

#### FIXED PENALTIES

##### *Contents of fixed penalty notices*

1. A fixed 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 fixed penalty notice must also state—
  - (a) the amount of the penalty and the period for its payment;
  - (b) the consequences of not paying the penalty before the end of the period mentioned in head (a);
  - (c) the person to whom and the address at which payment may be made;
  - (d) by what method payment may be made;
  - (e) 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)(c) and (e) must be the district council on whose behalf the authorised officer was acting when the officer gave the notice.
3. A fixed penalty notice must also—
  - (a) inform the person to whom it is given of the person's right to be tried for the alleged offence; and
  - (b) explain how that right may be exercised.