

## SCHEDULE

### FIXED PENALTIES

#### *Contents of fixed penalty notice*

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 paragraph (a),
  - (c) the person to whom and the address at which the payment may be made,
  - (d) the method by which the payment may be made, and
  - (e) the person to whom and the address at which representations relating to the offence may be made.

(2) The person mentioned in sub-paragraph (1)(c) and (e) must be the district council for which the authorised officer was acting when giving 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.