

SCHEDULES

SCHEDULE 1

FIXED PENALTIES

Contents of penalty notice

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