

## SCHEDULE

### Information to be included in notices

#### **Information to be included in an enforcement notice served under regulation 5**

3. An enforcement notice served under regulation 5 must—
  - (a) specify the date of the notice, which must be the date on which it is posted,
  - (b) include the regulatory matters,
  - (c) specify the grounds on which the local authority believes that a penalty charge is payable,
  - (d) state that the penalty charge must be paid within the payment period, unless representations have been made under regulation 10(1),
  - (e) state that if the penalty charge is paid before the end of a period of 14 days beginning with the date of service of the enforcement notice, the penalty charge will be reduced by 50 percent,
  - (f) state that the enforcement notice is being served by post for whichever of the following reasons applies—
    - (i) because an authorised enforcement officer attempted to serve a penalty charge notice by affixing it to the vehicle or giving it to the person in charge of the vehicle in accordance with regulation 4 but was prevented from doing so by some person,
    - (ii) because an authorised enforcement officer had begun to prepare a penalty charge notice for service in accordance with regulation 4 but the vehicle was driven away from the place in which it was stationary before the authorised enforcement officer had finished preparing the penalty charge notice or had served it in accordance with that regulation,
  - (g) state that representations may be made, on any of the grounds specified in regulation 10(4), to the local authority against the decision to serve the enforcement notice, but that representations made outside the payment period may be disregarded,
  - (h) specify the form in which representations must be made and the manner in which they must be submitted,
  - (i) state the amount of the increased charge which may be payable if, before the end of the relevant period determined under regulation 9(3)—
    - (i) the penalty charge is not paid, or
    - (ii) no representations have been made in accordance with regulation 10(1),
  - (j) state that if representations made under regulation 10(1) are rejected, an appeal may be made to the First-tier Tribunal against the decision to serve an enforcement notice on any of the grounds specified in regulation 10(4).