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SCHEDULES

PROSPECTIVE

SCHEDULE 10

PENALTY CHARGE NOTICES

Contents of notice

A penalty charge notice given to a person under section 285 by an officer of an enforcement authority must—

- (a) state the officer's belief that the person has committed a breach of duty,
- (b) give such particulars of the circumstances as may be necessary to give reasonable notice of the breach of duty,
- (c) require the person, within a period specified in the notice—
 - (i) to pay a penalty charge specified in the notice, or
 - (ii) to give notice to the enforcement authority that the person wishes the authority to review the notice,
- (d) state the effect of paragraph 7,
- (e) specify the person to whom, and the address at which, the penalty charge may be paid and the method or methods by which payment may be made, and
- (f) specify the person to whom, and the address at which, a notice requesting a review may be sent (and to which any representations relating to the review may be addressed).
- The penalty charge specified in the notice shall be of such amount (not exceeding $\pounds 1,000$) as may be prescribed for the time being by regulations made by the appropriate national authority.
- 3 (1) The period specified under paragraph 1(c) must not be less than 28 days beginning with the day after that on which the penalty charge notice was given.
 - (2) The enforcement authority may extend the period for complying with the requirement mentioned in paragraph 1(c) in any particular case if it considers it appropriate to do so.

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