

SCHEDULE

Article 8

Procedure for the imposition of a monetary penalty

Notice of intent

1.—(1) Where an enforcement authority proposes to impose a monetary penalty on a person, the authority must serve on that person a notice of what is proposed (a “notice of intent”).

(2) The notice of intent must be served within 6 months of the date on which the enforcement authority is first satisfied that the person has failed to comply with article 3 (requirement to belong to a redress scheme: lettings agency work) or article 5 (requirement to belong to a redress scheme: property management work).

(3) The notice of intent must include—

- (a) the reasons for imposing the monetary penalty;
- (b) the amount of the penalty;
- (c) information as to the right to make representations and objections within 28 days beginning with the day after the date on which the notice of intent was sent.

Commencement Information

I1 Sch. para. 1 in force at 1.10.2014 in accordance with art. 1(1)

Making representations and objections

2. A person on whom a notice of intent is served may within 28 days beginning with the day after the date on which the notice was sent make written representations and objections to the enforcement authority in relation to the proposed imposition of a monetary penalty.

Commencement Information

I2 Sch. para. 2 in force at 1.10.2014 in accordance with art. 1(1)

Final notice

3.—(1) After the end of the period for making representations and objections, the enforcement authority must decide whether to impose the monetary penalty, with or without modifications.

(2) Where an enforcement authority decides to impose a monetary penalty on a person, the authority must serve on that person a final notice imposing that penalty.

(3) The final notice must include—

- (a) the reasons for imposing the monetary penalty;
- (b) information about the amount to be paid;
- (c) information about how payment may be paid;
- (d) information about the period in which the payment must be made, which must not be less than 28 days;
- (e) information about rights of appeal; and
- (f) information about the consequences of failing to comply with the notice.

Changes to legislation: There are outstanding changes not yet made by the legislation.gov.uk editorial team to The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014. Any changes that have already been made by the team appear in the content and are referenced with annotations. (See end of Document for details) [View outstanding changes](#)

Commencement Information

I3 Sch. para. 3 in force at 1.10.2014 in accordance with art. 1(1)

Withdrawing or amending a notice

4. The enforcement authority may at any time by giving notice in writing —
- (a) withdraw a notice of intent or final notice;
 - (b) reduce the amount specified in the notice of intent or final notice.

Commencement Information

I4 Sch. para. 4 in force at 1.10.2014 in accordance with art. 1(1)

Changes to legislation:

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[View outstanding changes](#)

Changes and effects yet to be applied to the whole Instrument associated Parts and Chapters:

Whole provisions yet to be inserted into this Instrument (including any effects on those provisions):

- [art. 7\(3\)](#) inserted by [2019 c. 4 s. 29\(3\)](#)