

SCHEDULE

FIXED PENALTY NOTICES

PART 2

FORM AND CONTENT OF FIXED PENALTY NOTICES

- 9 A fixed penalty notice must give particulars of the circumstance alleged to constitute the offence as are necessary to explain why an offence has occurred.
- 10 A fixed penalty notice must also state—
- (a) the name and address of the authority on whose behalf the authorised officer was acting when the officer gave the notice;
 - (b) the amount of the penalty and the period for paying the penalty;
 - (c) the amount of the discounted penalty and the period for which the discount applies;
 - (d) the consequences of not paying the penalty before the end of the penalty payment period;
 - (e) the person to whom and the address at which the penalty or discounted penalty may be paid;
 - (f) by what method payment may be made;
 - (g) the person to whom and the address at which any representations relating to the notice may be made.
- 11 A fixed penalty notice must also—
- (a) inform the person to whom it is given of his or her right to be tried for the alleged offence, and
 - (b) explain how that right may be exercised.