

SCHEDULE 1  
FIXED PENALTY FOR OFFENCES UNDER SECTIONS 1, 2, AND 3

*Contents of fixed penalty notice*

- 3 (1) A fixed penalty notice must identify the offence to which it relates and give reasonable particulars of the circumstances alleged to constitute that offence.
- (2) A fixed penalty notice must also state—
- (a) the amount of the penalty and the period within which it may be paid;
  - (b) the discounted amount and the period within which it may be paid;
  - (c) the person to whom and the address at which payment may be made;
  - (d) the method or methods by which payment may be made;
  - (e) the person to whom and the address at which any representations relating to the notice may be made;
  - (f) the consequences of not making a payment within the period for payment.
- (3) The person specified under sub-paragraph (2)(c) must be the council in the area of which the offence was alleged to have been committed or a person acting on its behalf.