

SCHEDULE 1

Regulation 23

FORM OF FIXED PENALTY NOTICE

*	<b>FIXED PENALTY NOTICE</b> [NAME OF PERMIT SCHEME ORDER] <b>THE TRAFFIC MANAGEMENT PERMIT SCHEME</b> <b>(ENGLAND) REGULATIONS 2007</b>	<b>FIXED PENALTY NOTICE</b> Number: .....
<b>PART A</b>		
Contact Tel No.	Permit Reference No. *	
<b>TO:</b>	<b>DATE OF THIS NOTICE:</b> ..... dd mm yy	
<b>ADDRESS:</b>		
<b>OFFENCE CODE</b> (See Part B) (NB: Only one offence code per fixed penalty notice) : .....		
<b>LOCATION:</b>		
<b>DATE OF OFFENCE</b>		
<b>DETAILS OF OFFENCE :</b>		
<p>1. I am giving you this notice, in accordance with Part 5 of the Traffic Management Permit Scheme (England) Regulations 2007, to offer you the opportunity of discharging any liability to conviction for this fixed penalty offence by payment of a penalty.</p> <p>2. This means that no legal proceedings will be commenced for the offence if, subject to paragraph 3, the penalty of <b>£500</b> <b>£120</b> is paid (See Part B for instructions on methods of payment) within the period of <b>36</b> days beginning with the day on which this notice was given. (NB: The permit authority may extend this period in any particular case if they consider it appropriate to do so (See regulation 24(3))).</p> <p>3. Instead of paying the amount referred to in paragraph 2, liability to conviction for the offence may also be discharged if the discounted amount of <b>£300</b> <b>£80</b> is paid within the period of <b>29</b> days beginning with the day on which this notice was given. (NB: If the last day of this period does not fall on a working day, the period for payment of the discounted amount is extended until the end of the next working day (See regulation 25(3))).</p> <p>4. If the discounted amount is not paid within the period set out in paragraph 3, as extended where relevant, liability to conviction for the offence may only be discharged thereafter by payment of the penalty of <b>£500</b> <b>£120</b> within the period set out in paragraph 2, as extended where considered appropriate. If you then fail to pay the penalty within that period, legal proceedings for the offence may be commenced against you.</p> <p>5. Any representations that you wish to make in relation to this notice may be addressed to                    at                    identifying the fixed penalty notice number stated above.</p>		
<b>NAME OF AUTHORISED OFFICER</b> (in block capitals): .....		
<b>DATE :</b> .....		

**Draft Legislation:** This is a draft item of legislation. This draft has since been made as a UK Statutory Instrument: The Traffic Management Permit Scheme (England) Regulations 2007 No. 3372

<b>PART B</b>		
*  (* Insert Street Authority name)	<b><u>INSTRUCTIONS ON METHODS OF PAYMENT</u></b>	<b>FIXED PENALTY NOTICE</b> Number: .....
<b>ELECTRONICALLY</b> – by the Bankers Automated Clearing Services (BACS). Payment should be made to _____, Sort Code _____, Account Number _____. Payment must be supported by the timely submission of a list of the fixed penalty notice numbers covered by the payment and the amount being paid in relation to each number.		
<b>“ON LINE”</b> – please visit our web site at _____.		
<b>BY POST</b> – by making your cheque payable to _____ and sending it to _____. Payment must be accompanied by a list of the fixed penalty notice numbers covered by the payment and the amount being paid in relation to each number. A receipt will be sent on request.		
<b>IN PERSON</b> – to _____ at _____ between [9.00am and 4.30pm] on any day on which the office is open for business. Any cheque should be made payable to _____. Payment may be made by debit or credit card if the card is one that is accepted by the Permit Authority in accordance with its standard procedures. Payment must be accompanied by a list of the fixed penalty notice numbers covered by the payment and the amount being paid in relation to each number. A receipt will be provided on request.		
<b>BY TELEPHONE</b> – by contacting _____ at _____ on _____ between [9.00am and 4.30pm] on any day on which the office is open for business. Payment may only be made by using a debit or credit card that is accepted by the Permit Authority in accordance with its standard procedures. You must state the fixed penalty notice number of each notice in respect of which payment is being made and the amount being paid in relation to each number. A receipt will be sent on request.		

<b>OFFENCE CODES AND DESCRIPTION</b>		
(By reference to the Traffic Management Permit Scheme (England) Regulations 2007)		
CODE	OFFENCE	BRIEF DESCRIPTION
PS01	An offence under Regulation 19(1)	Undertaking specified works on a specified street without a permit where an applicable Permit Scheme requires one.
PS02	An offence under Regulation 20(1)	Breaching a permit condition.

SCHEDULE 2

Regulation 27

FORM OF NOTICE WITHDRAWING A FIXED PENALTY NOTICE

*  (* Insert Permit Authority name)	<b>NOTICE WITHDRAWING FIXED PENALTY NOTICE</b> [NAME OF PERMIT SCHEME ORDER] <b>REGULATION 27 OF THE TRAFFIC MANAGEMENT PERMIT SCHEME (ENGLAND) REGULATIONS 2007</b>	<b>FIXED PENALTY NOTICE</b> Number: .....
<b>TAKE NOTICE</b> that the fixed penalty notice numbered as above is hereby <b>WITHDRAWN</b> .		
<b>NAME OF AUTHORISED OFFICER</b> ( <i>in block capitals</i> ) : .....		
<b>DATE</b> : .....		