

SCHEDULE 7

Non-compliance penalties: procedure

Contents of a non-compliance penalty notice

4.—(1) A non-compliance penalty notice must include information as to—

- (a) the grounds for imposing the non-compliance penalty;
- (b) the administrator's response to any representations and objections made by the seller, including any effect on the amount of the penalty imposed;
- (c) the amount of the penalty;
- (d) methods of payment;
- (e) the date by which payment must be made;
- (f) the right of appeal;
- (g) the consequences of failure to make payment by the due date.

(2) A non-compliance penalty must be paid by a seller within the period of 56 days beginning with the date on which the notice imposing it was received.

(3) If the requirements of the non-monetary discretionary requirement are complied with before the 56-day period expires, the liability to pay the non-compliance penalty is discharged.

(4) If a non-compliance penalty notice is the subject of an appeal, then to the extent that the notice is upheld, the penalty must be paid by the seller within the period of 28 days beginning with the day on which the appeal is determined.