

## SCHEDULES

### SCHEDULE 1

#### CIVIL SANCTIONS

#### PART 1

#### MONETARY PENALTIES

#### *Information to be included in notices under paragraph 2*

- 3 (1) A notice under paragraph 2(1) must include information as to—
- (a) the grounds for the proposal to impose the monetary penalty;
  - (b) the effect of payment of the sum referred to in paragraph 2(2);
  - (c) the right to make representations and objections;
  - (d) the circumstances in which the Secretary of State may not impose the monetary penalty.
- (2) Such a notice must also specify—
- (a) the period within which liability for the monetary penalty may be discharged, and
  - (b) the period within which representations and objections may be made.

Neither period may be more than 28 days starting with the day on which the notice is received.

- (3) A notice under paragraph 2(4) must include information as to—
- (a) the grounds for imposing the monetary penalty;
  - (b) how payment may be made;
  - (c) the period within which payment is to be made;
  - (d) any early payment discounts or late payment penalties;
  - (e) rights of appeal;
  - (f) the consequences of non-payment.

The period referred to in paragraph (c) must be at least 28 days.