

SCHEDULE

Regulation 3

Notice of enforcement

This notice must be given by the enforcement agent or the enforcement agent's office.

Please read this notice - it is important

Name of Debtor

Address

Date notice issued / /

Enforcement agent reference number

About this notice You have been sent this notice of enforcement because you have not paid money that you owe.

Who you owe money to

The amount you owe them

Their ref/account no. (if applicable)

Enforcement details Details of the court judgment or order or enforcement power by virtue of which the debt is enforceable

Sum outstanding

Debt

Interest

Compliance stage fee

TOTAL sum outstanding

(as at the date of this notice)

Changes to legislation: There are currently no known outstanding effects for the The Certification of Enforcement Agents Regulations 2014, SCHEDULE. (See end of Document for details)



When to make payment

You must pay, or agree a payment arrangement with the enforcement agent, by:

Date / /

Time

If you do not pay

If you do not pay or agree a payment arrangement by the date above, an enforcement agent will visit you and may seize your belongings - this is called 'taking control'. These belongings may then be sold to pay the money you owe. These actions will increase the costs of enforcement and these costs will be added to the amount already owed.

Possible additional fees and expenses of enforcement

If the sum outstanding remains unpaid or you have not agreed a payment arrangement by the date and time above you may be charged the following (enforcement agent to detail further possible fees and expenses)

How to pay what you owe

How to pay including opening hours and days

How you can contact the enforcement agent or the enforcement agent's office

Telephone

Address

Opening hours and days

You can seek free advice and information from

AdviceUK at www.adviceuk.org.uk/find-a-member

National Debtline at www.nationaldebtline.org or 0808 808 4000

Money Advice Service at www.moneyadviceservice.org.uk or on 0300 500 5000

Gov.uk at www.gov.uk

Other free advice is available.



Controlled goods agreement

Warning If you intentionally interfere with (for example dispose of or remove) controlled goods without a lawful excuse, you will be committing an offence and risk a fine or imprisonment.

Name of Debtor

Address

Enforcement agent reference number(s)

About this agreement

By entering this agreement the debtor will be able to continue to use the goods listed in this agreement. The debtor acknowledges that these goods are under the control of the enforcement agent until the sum outstanding is paid in full. The debtor agrees that they will not remove or dispose of these goods, or allow anyone else to, during this time.

If the debtor does not stick to the terms of this agreement the debtor's goods may be removed, or secured on site (commercial premises only) and sold. This will incur a further fee.

Enforcement details

Details of the court judgment or order or enforcement power by virtue of which the debt is enforceable

Sum outstanding

Debt

Interest

Compliance stage fee

Enforcement stage fee

Expenses (if any) Please detail the expenses

TOTAL sum outstanding

(as at the date of this notice)

Changes to legislation: There are currently no known outstanding effects for the The Certification of Enforcement Agents Regulations 2014, SCHEDULE. (See end of Document for details)



Arrangement terms

The terms of this controlled goods agreement are set out below.

Signature

Date / /

Debtor, person authorised by the debtor or person in apparent authority

Print name

Signature

Date / /

Enforcement Agent

Print name

How you can contact the enforcement agent or the enforcement agent's office

Telephone

Address

Opening hours and days

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Changes to legislation: There are currently no known outstanding effects for the The Certification of Enforcement Agents Regulations 2014, SCHEDULE. (See end of Document for details)

**Goods taken
into control**

Description of item (eg. Computer, television, car etc.)	Manufacturer (if known)	Model (if known)	Serial number (if known) or Registration mark if a vehicle	Material, colour and usage of the goods or any other identifying characteristics

Changes to legislation: There are currently no known outstanding effects for the The Certification of Enforcement Agents Regulations 2014, SCHEDULE. (See end of Document for details)

Warning of immobilisation

Please read this warning - it is important

This is to tell you that I have fitted a device to secure your vehicle(s)/goods and prevent them from being moved.

Date and time vehicles(s)/ goods were secured

Date / /

Time

I have done this because you have not paid the sum outstanding.

Further information

To discuss this matter please telephone

quoting reference or reference numbers

Signature

.....
Enforcement Agent

.....
PRINT NAME

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Notice of intention to re-enter premises

This notice must be given by the enforcement agent or the enforcement agent's office.

Warning

If necessary the enforcement agent may use reasonable force to re-enter your premises to inspect your goods or remove them for storage or sale.

Please read this notice - it is important

Name of Debtor

Address

Date notice issued

Enforcement agent reference number

About this notice

You have been given this notice of intention to re-enter because you have not kept to the repayment terms of the controlled goods agreement and the enforcement agent now intends to re-enter your premises to inspect your goods or remove them for storage or sale.

Who you owe money to

The amount you owe them

Their ref./account no. (if applicable)

Enforcement details

Details of the court judgment or order or enforcement power by virtue of which the debt is enforceable.

Controlled goods agreement

Details of the controlled goods agreement which you have failed to keep to:

Changes to legislation: There are currently no known outstanding effects for the The Certification of Enforcement Agents Regulations 2014, SCHEDULE. (See end of Document for details)



Repayment details

Details of how you have failed to keep to the repayment terms of this controlled goods agreement:

Sum outstanding

Debt

Interest

Compliance stage fee

Enforcement stage fee

TOTAL sum outstanding

(as at the date of this notice)

When to make payment

You must pay this amount by:

Date / /

Time

If you do not pay

If you do not pay by the date above, an enforcement agent will re-enter your premises to inspect your belongs or to remove them for storage or sale. These actions will increase the costs of enforcement and these costs will be added to the amount already owed.

Possible additional fees and expenses of enforcement

If the sum outstanding remains unpaid by the date and time above you may be charged the following (enforcement agent to detail further possible fees and expenses).



Changes to legislation: There are currently no known outstanding effects for the The Certification of Enforcement Agents Regulations 2014, SCHEDULE. (See end of Document for details)



How to pay what you owe

How to pay including opening hours and days

How you can contact the enforcement agent or the enforcement agent's office

Telephone

Address

Opening hours and days

Signature

.....
Enforcement Agent

.....
PRINT NAME

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National Debtline at www.nationaldebtline.org or on 0808 808 4000

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Changes to legislation: There are currently no known outstanding effects for the The Certification of Enforcement Agents Regulations 2014, SCHEDULE. (See end of Document for details)

Notice after entry or taking control of goods (on a highway) and inventory of goods taken into control

Warning

If you intentionally interfere with (for example dispose of or remove) controlled goods without a lawful excuse, you will be committing an offence and risk a fine or imprisonment.

Please read this notice - it is important

Name of Debtor

Address

Date notice issued / /

Enforcement agent reference number(s)

Name of enforcement agent
PRINT NAME

Enforcement details

Details of the court judgment or order or enforcement power by virtue of which the debt is enforceable

Who you owe money to

The amount you owe

Sum outstanding

Debt

Interest

Compliance stage fee

Enforcement stage fee

Expenses (if any)

Please detail the expenses

TOTAL sum outstanding

(as at the date of this notice)

Changes to legislation: There are currently no known outstanding effects for the The Certification of Enforcement Agents Regulations 2014, SCHEDULE. (See end of Document for details)



As you have still not paid what you owe, I have, as enforcement agent, now:

Action taken

entered premises

address

entered a vehicle on a highway with the intention of taking control of goods

Details of vehicle entered

Manufacturer	Model	Colour	Registration mark

Location of vehicle on the highway

taken control of goods on a highway

Location on highway

When to make payment

To avoid the goods taken into control being sold payment of the sum outstanding must be paid or a payment arrangement agreed with the enforcement agent by

Date

Time

The goods will be released on payment in full (or may be released if you have agreed a payment arrangement with the enforcement agent) of the sum outstanding.

How to pay what you owe

How to pay including opening hours and days



Changes to legislation: There are currently no known outstanding effects for the The Certification of Enforcement Agents Regulations 2014, SCHEDULE. (See end of Document for details)



Goods taken into control

- I have not taken control of any goods
- I have taken control of the following

Description of item (eg. Computer, television, car etc.)	Manufacturer (if known)	Model (if known)	Serial number (if known) or Registration mark if a vehicle	Material, colour and usage of the goods or any other identifying characteristics	Location and time

Signature

.....
Enforcement Agent

.....
PRINT NAME

If you do not pay or do not agree a payment arrangement with the enforcement agent, they may remove any goods they have taken into control to sell or secure them to sell on site. This will increase the cost of enforcement and these costs will be added to the money you owe.

You can seek free advice and information from

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- Money Advice Service** at www.moneyadviceservice.org.uk or on 0300 500 5000
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Changes to legislation: There are currently no known outstanding effects for the The Certification of Enforcement Agents Regulations 2014, SCHEDULE. (See end of Document for details)

Notice that goods have been removed for storage or sale

About this notice This is to tell you that I have removed the goods listed at the back of this notice to secure storage or for sale.

Enforcement details Details of the court judgment or order or enforcement power by virtue of which the debt is enforceable.

Date and time of removal

Date / /

Time

I have done this because you have not paid the sum outstanding.

Daily or weekly storage charge payable where goods removed to storage

Sum outstanding

Debt

Interest

Compliance stage fee

Enforcement stage fee

Sale stage fee

Expenses (if any)

Please detail the expenses

TOTAL sum outstanding

(as at the date of this notice)

Changes to legislation: There are currently no known outstanding effects for the The Certification of Enforcement Agents Regulations 2014, SCHEDULE. (See end of Document for details)



How to pay what you owe

How to pay including opening hours and days

How to collect your goods

If you pay the amount you owe, you will be able to collect your goods by (describe procedure in bullet point form)

Signature

.....
Enforcement Agent

.....
PRINT NAME

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Changes to legislation: There are currently no known outstanding effects for the The Certification of Enforcement Agents Regulations 2014, SCHEDULE. (See end of Document for details)



**Goods removed
for storage or sale**

Description of item (eg. Computer, television, car etc.)	Manufacturer (if known)	Model (if known)	Serial number (if known) or Registration mark if a vehicle	Material, colour and usage of the goods or any other identifying characteristics

Changes to legislation: There are currently no known outstanding effects for the The Certification of Enforcement Agents Regulations 2014, SCHEDULE. (See end of Document for details)

Inventory

Warning If you intentionally interfere with (for example dispose of or remove) controlled goods without a lawful excuse, you will be committing an offence and risk a fine or imprisonment.

Please read this notice - it is important

Name of Debtor

Address

Date notice issued / /

Enforcement agent reference number

Name of enforcement agent

Name of co-owner (if applicable)

Address of co-owner (if applicable)

About this notice The goods listed at the back of this notice belong to you or you and a co-owner and have been taken into control by an enforcement agent.

Enforcement details Details of the court judgment or order or enforcement power by virtue of which the debt is enforceable

How you can contact the enforcement agent or the enforcement agent's office

Telephone

Address

Opening hours and days

(11.13)

continued over the page ⇨

Changes to legislation: There are currently no known outstanding effects for the The Certification of Enforcement Agents Regulations 2014, SCHEDULE. (See end of Document for details)



Signature

Enforcement Agent

PRINT NAME

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free advice and
information
from**

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Changes to legislation: There are currently no known outstanding effects for the The Certification of Enforcement Agents Regulations 2014, SCHEDULE. (See end of Document for details)

Goods taken into control

Description of item (eg. Computer, television, car etc.) Also include details of co-owner where relevant.	Manufacturer (if known)	Model (if known)	Serial number (if known) or Registration mark if a vehicle	Material, colour and usage of the goods or any other identifying characteristics

Notice of sale

Please read this notice - it is important

Name of Debtor	<input type="text"/>
Address	<input type="text"/>
Date notice issued	<input type="text"/> / <input type="text"/> / <input type="text"/>
Enforcement agent reference number	<input type="text"/>
Name of enforcement agent	<input type="text"/>
Name of co-owner (if applicable)	<input type="text"/>
Address of co-owner (if applicable)	<input type="text"/>

Enforcement details

Details of the court judgment or order or enforcement power by virtue of which the debt is enforceable

Because you have not paid the sum outstanding *(detailed over the page),*
the goods listed at the back of this notice may be sold.

Changes to legislation: There are currently no known outstanding effects for the The Certification of Enforcement Agents Regulations 2014, SCHEDULE. (See end of Document for details)



Sum outstanding

Debt	<input type="text"/>	
Interest	<input type="text"/>	
Compliance stage fee	<input type="text"/>	
Enforcement stage fee or fees, if High Court enforcement	<input type="text"/>	
Sale stage fee	<input type="text"/>	
Expenses (if any)	<input type="text"/>	Please detail the expenses <input type="text"/>
TOTAL sum outstanding	<input type="text"/>	

(as at the date of this notice)

**Date, time and
place of sale**

The sale will take place on

Date / / Time

Address

**When to make
payment**

To avoid goods taken into control being sold the sum outstanding must be paid by

Date / /
Time

**How to pay
what you owe**

How to pay including opening hours and days

{11.13}



Changes to legislation: There are currently no known outstanding effects for the The Certification of Enforcement Agents Regulations 2014, SCHEDULE. (See end of Document for details)



How to collect your goods

If you pay the amount you owe, you will be able to collect your goods by
(describe procedure in bullet point form)

Signature

.....
Enforcement Agent

.....
PRINT NAME

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Goods listed for sale

Because you have not paid the sum outstanding (detailed above), the goods taken into control listed below may be sold:

The sale of the controlled goods is conditional on:

- an offer to buy the goods being made; and
- the reserve price on the controlled goods being met.

If the above conditions are not met the new date, time and place of sale will be given in a further notice.

Description of item (eg. Computer, television, car etc.) Also include details of co-owner where relevant.	Manufacturer (if known)	Model (if known)	Serial number (if known) or Registration mark if a vehicle	Material, colour and usage of the goods or any other identifying characteristics	Valuation

Changes to legislation: There are currently no known outstanding effects for the The Certification of Enforcement Agents Regulations 2014, SCHEDULE. (See end of Document for details)

Notice of abandonment of goods (other than securities)

This notice must be given by the enforcement agent.

Please read this notice - it is important

Name of Debtor

Address

Date notice issued

Enforcement agent
reference number

Name of
enforcement agent

PRINT NAME

This is to tell you that the goods listed at the end of this form have been abandoned. This means you are free to come and collect these goods.

Changes to legislation: There are currently no known outstanding effects for the The Certification of Enforcement Agents Regulations 2014, SCHEDULE. (See end of Document for details)



Reason why goods were abandoned

This is because you/co-owner were not given a notice of sale within the period required by law

If you do not collect the goods within 28 days, from / / I will make an application to the court for it to decide how the uncollected goods should be disposed of.

How to collect your goods

(Give full details)

Signature

.....
Enforcement Agent

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Description of item (eg. Computer, television, car etc.) Also include details of co-owner where relevant.	Manufacturer (if known)	Model (if known)	Serial number (if known) or Registration mark if a vehicle	Material, colour and usage of the goods or any other identifying characteristics



Changes to legislation:

There are currently no known outstanding effects for the The Certification of Enforcement Agents Regulations 2014, SCHEDULE.