

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 [input field]

Address [input field]

Date not due issued: [input field]

Enforcement agent reference number [input field]

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 [input field]

The amount you owe them [input field]

Their ref/account no. (if applicable) [input field]

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

[input field]

Sum outstanding Debt [input field]

Interest [input field]

Compliance charge (if applicable) [input field]

TOTAL sum outstanding [input field]

(as at the date of this notice)

Status: This is the original version (as it was originally made).



**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/](http://www.adviceuk.org.uk/) find a member

**National Debtline** at [www.nationaldebtline.org/](http://www.nationaldebtline.org/) or 0808 808 4000

**Money Advice Service** at [www.moneyadvice.service.gov.uk/](http://www.moneyadvice.service.gov.uk/) or on 0300 500 5000

**Gov.uk** at [www.gov.uk](http://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 of 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)

Status: This is the original version (as it was originally made).



**Arrangement terms**

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

**Signature**

**Date**   /   /

Debtors person authorized 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

**You can seek free advice and information from**

**AdviceUK** at [www.adviceuk.org.uk/find-a-member](http://www.adviceuk.org.uk/find-a-member)

**National Debtline** at [www.nationaldebtline.org.uk](http://www.nationaldebtline.org.uk) or on 0800 828 4000

**Money Advice Service** at [www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk) or on 0300 500 5000

**Gov.uk** at [www.gov.uk](http://www.gov.uk)

**Other free advice is available.**

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Status: This is the original version (as it was originally made).

## 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 number:

Signature

Enforcement Agent

PRINT NAME:

You can seek  
free advice and  
information  
from

**AdviceUK** at [www.adviceuk.org.uk](http://www.adviceuk.org.uk) find a member

**National Debtline** at [www.nationaldebtline.org](http://www.nationaldebtline.org) or on 0800 838 4000

**Money Advice Service** at [www.moneyadvice.service.org.uk](http://www.moneyadvice.service.org.uk) or on 0800 500 5000

**Gov.uk** at [www.gov.uk](http://www.gov.uk)

**Other free advice is available.**

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Notice of immobilisation (11/2/2013) 1

1200024 (10/14)

## 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:

The href/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.

Status: This is the original version (as it was originally made).



**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 and time above, an enforcement agent will remove your premises to ensure your belongings are removed 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).



**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

**You can seek free advice and information from**

**AdviceUK** at [www.adviceuk.org.uk/find-a-member](http://www.adviceuk.org.uk/find-a-member)

**National Debtline** at [www.nationaldebtline.org](http://www.nationaldebtline.org) or on 0800 828 4000

**Money Advice Service** at [www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk) or on 0300 500 5000

**Gov.uk** at [www.gov.uk](http://www.gov.uk)

**Other free advice is available.**

Status: This is the original version (as it was originally made).

# 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 Dealer:

Address:

Date not issued: / /

Enforcement agent reference number(s):

Name of enforcement agent:

PF131 (NAN)

### Enforcement details

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

Who you owe money to:

The amount you owe:

### Sum outstanding

Debt:

Interest:

Control time stage fee:

Enforcement stage fee:

expenses (if any):

Please detail the expenses:

**TOTAL sum outstanding**

(as at the date of this notice)

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**Status:** This is the original version (as it was originally made).

As you have still not paid what you owe, I have an 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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



## 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)

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Notice (storage) 11/3/2013

1200024 16/12

Status: This is the original version (as it was originally made).



**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 full of print form)

**Signature**

.....  
Enforcement Agent

.....  
PRINT NAME

**You can seek free advice and information from**

- AdviceUK** at [www.adviceuk.org.uk/](http://www.adviceuk.org.uk/) find a member
  - National Debtline** at [www.nationaldebtline.org/](http://www.nationaldebtline.org/) or on 0508 808 4000
  - Money Advice Service** at [www.moneyadviceservice.org.uk/](http://www.moneyadviceservice.org.uk/) or on 0800 509 5000
  - Gov.uk** at [www.gov.uk](http://www.gov.uk)
- Other free advice is available.**





Status: This is the original version (as it was originally made).

# 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 Dealer

Address

Date notice issued: / /

Enforcement agent reference number

Number 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 debts are enforceable

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

Telephone

Address

Opening hours and days

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**Status:** This is the original version (as it was originally made).



**Signature**

-----  
Enforcement Agent

PRN / NAWF

**You can seek  
free advice and  
information  
from**

**AdviceUK** at [www.adviceuk.org.uk](http://www.adviceuk.org.uk) find a member

**National Debtline** at [www.nationaldebtline.org](http://www.nationaldebtline.org) or on 0800 800 4000

**Money Advice Service** at [www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk) or on 0300 500 5000

**Gov.uk** at [www.gov.uk](http://www.gov.uk)

**Other free advice is available.**



## Notice of sale

### Please read this notice - It is important

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

<b>Enforcement details</b>	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** (instated over the page), **the goods listed at the back of this notice may be sold.**

Status: This is the original version (as it was originally made).



**Sum outstanding**

Debt	_____	
Interest	_____	
Compliance stage fee	_____	
Enforcement stage fee or fee, if High Court, enforcement	_____	
Sale stage fee	_____	
Expenses (if any)	_____	Please detail the expenses
<b>TOTAL sum outstanding</b>	_____	

(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 banking hours and days

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**Status:** This is the original version (as it was originally made).



**How to collect your goods**

If you pay the amount you owe, you will be able to collect your goods by the next working day (if you pay first)



**Signature**

.....  
Enforcement Agent

.....  
PRINT NAME

**You can seek free advice and information from**

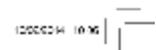
**AdviceUK** at [www.adviceuk.org.uk/](http://www.adviceuk.org.uk/) find a member

**National Debtline** at [www.nationaldebtline.org](http://www.nationaldebtline.org) or 0800 808 4000

**Money Advice Service** at [www.moneyadvice.service.org.uk](http://www.moneyadvice.service.org.uk) or on 0800 500 5000

**Gov.uk** at [www.gov.uk](http://www.gov.uk)

**Other free advice is available.**





**Status:** This is the original version (as it was originally made).

## 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	<input type="text"/>
Address	<input type="text"/>
Debt notice issued	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Enforcement agent reference number	<input type="text"/>
Name of enforcement agent	<input type="text"/>

**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.**

Status: This is the original version (as it was originally made).



**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 a decision how the uncollected goods should be disposed of.

**How to collect your goods**

*(Give full details)*

**Signature**

.....

Enforcement Agent

**You can seek free advice and information from**

- AdviceUK** at [www.adviceuk.org.uk](http://www.adviceuk.org.uk) (if a member)
- National Debtline** at [www.nationaldebtline.org](http://www.nationaldebtline.org) or on 0808 800 4000
- Money Advice Service** at [www.moneyadvice.service.org.uk](http://www.moneyadvice.service.org.uk) or on 0800 509 5000
- Gov.uk** at [www.gov.uk](http://www.gov.uk)
- Other free advice is available.**



**Status:** This is the original version (as it was originally made).

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