

LONDON LOCAL AUTHORITIES ACT 2004

<p align="center">FIXED PENALTY NOTICE</p> <p align="center">London Local Authorities Act 2004 (Sections 15 and 16 and Schedule 2) (as amended) and the London Local Authorities Act 1990 (Sections 34 and 38)</p>	<p>Reference Number: xxxxxxx</p>
<p align="center">PART A NOTICE OF OPPORTUNITY TO PAY FIXED PENALTY</p>	
<p>NOTICE GIVEN BY (name of authorised officer) – XXXX OF (name of local authority) – London Borough of Southwark Council</p>	
<p>NOTICE GIVEN TO (name of alleged offender) OF (address of alleged offender)</p>	
<p>I am an authorised officer of the above-named local authority. I have reason to believe that you have committed an offence. Details of the alleged offence are contained in this notice. This notice offers you the opportunity of discharging any liability to conviction for that offence by payment of a fixed penalty. No proceedings will be taken for this offence before the expiration of fourteen [28] calendar days following the date of this notice. You will not be liable to conviction for the offence if you pay the fixed penalty within that period of twenty eight days. The acceptable methods of payment are set out in Part B of this notice. An early payment discount as set out in Part C will apply if this fixed penalty is paid before the expiration of a period of fourteen [14] calendar days following the date of this notice.</p> <p>If you fail to pay the fixed penalty within that period, legal proceedings for the offence may be commenced against you. If you do not accept that you should pay any penalty or consider you have not committed an offence, you should write to the council at the address shown at the end of this notice before the end of the 28 day period setting out your reasons and you should not pay the fixed penalty. If the council does not accept your reasons, then you will have a further opportunity to pay this fixed penalty but at the full amount.</p> <p>SIGNATURE OF AUTHORISED OFFICER:</p> <p>DATE: (Day-Month-Year)</p>	
<p>OFFENCE CODE (The offence is described beside this code in Part C of this notice): P1</p>	
<p>AMOUNT OF FIXED PENALTY (£): 100 (60 if paid before xxxxxxx)</p>	
<p>DATE OF ALLEGED OFFENCE: (</p>	
<p>LOCATION OF ALLEGED OFFENCE:</p>	
<p>CIRCUMSTANCES ALLEGED TO CONSTITUTE THE OFFENCE:</p> <p><i>Description of alleged breach:</i></p>	
<p align="center">PART B PAYMENT METHODS</p>	
<p>You may pay the fixed penalty by any of the following methods:</p> <p>BY TELEPHONE – Phone the Planning Administration team on 0207 525 5403/ 5447 between 9am and 5pm, Monday to Friday, and ask the Support Services Officer to take a telephone credit or debit card payment, quoting the reference number on the fixed penalty notice.</p> <p>BY POST - The cheque should be payable to London Borough of Southwark and sent to Director of Planning, Planning Division, 160 Tooley Street, London SE1 2HZ</p> <p>The notice reference number needs to be written on the back of the cheque and a copy of the</p>	

notice should be stapled to the cheque

PART C OFFENCE CODES AND DESCRIPTION OF OFFENCES					
OFFENCE CODE	Act	Section	Description of Offence	Fixed Penalty Level (full amount)	Fixed Penalty Level (discount amount)
P1	Town and Country Planning Act 1990 (c. 8)	224(3)	Displaying an advertisement in contravention of regulations	£100.00	£60.00
E1	Environmental Protection Act 1990 (c. 43)	80(4)	Contravention or Failure to comply with requirements or prohibition imposed by an abatement notice (residential premises)	£100.00	£60.00
E2	Environmental Protection Act 1990 (c. 43)	80(4)	Contravention or Failure to comply with requirements or prohibition imposed by an abatement notice (industrial, trade or business premises)	£400.00	£240.00
S1	London Local Authorities Act 1990 (c. vii)	34(1)	Contravention of condition of street trading licence or temporary licence	£100.00	£60.00
S2	London Local Authorities Act 1990 (c. vii)	34(2)	Making false statement in connection with application for street trading licence or temporary licence	£125.00	£75.00
S3	London Local Authorities Act 1990 (c. vii)	34(3)	Resisting or obstructing authorised officer	£250.00	£150.00
S4	London Local Authorities Act 1990 (c. vii)	34(4)	Failure to produce street trading licence on demand	£100.00	£60.00
S5	London Local Authorities Act 1990 (c. vii)	38(1)	Unlicensed street trading	£150.00	£90.00

If you do not pay the fixed penalty within 28 calendar days, the council may decide to prosecute you under the relevant statute. If they decide to do this you will receive a summons to appear at a magistrates' court. Should the council decide to prosecute you in court you will be able to state your case in front of magistrates. If you do not accept that you should pay any penalty or consider you have not committed an offence:

- You should write to the council at **Planning Division, 5th floor Hub C, 160 Tooley Street, London, SE1 2HZ** or by emailing planning.enforcement@Southwark.gov.uk before the end of the 28 day period setting out your reasons; and
- You should not pay the fixed penalty.

If the council does not accept your reasons for non payment, then you will have a further opportunity to pay the fixed penalty but at the full amount.