

Date: «Printed_Date»
Ref: «Notice_Number»
Contact: Civil Enforcement Team
Direct Dial: 01934 888030
Email: fpn@n-somerset.gov.uk



Parent/Guardian of
«Offender_Title» «Offender_ForeName» «Offender_Surname»
«Corresp_Business_Name»
«Corresp_Address_Line_1»
«Corresp_Address_Line_2»
«Corresp_Address_Line_3»
«Corresp_Town»
«Corresp_County»
«Corresp_Post_Code»

Civil Enforcement
Development and Environment
North Somerset Council
Floor 1, Town Hall
Weston-super-Mare
Somerset
BS23 1UJ

DX 8411 Weston-super-Mare

Dear Parent/Guardian of
«Offender_Title» «Offender_ForeName» «Offender_Surname»

Juvenile Enforcement Procedure Fixed Penalty Notice

The above named juvenile has been identified as committing the offence of «Notice_Contra_Long_Desc» in the location of «Notice_Issue_Location» («Notice_Area_Name»), on «Notice_Contravention_Date» at «Notice_Contravention_Time», by «Notice_PA_IC» an authorised officer of North Somerset Council.

North Somerset Council understands that at the time of the offence, «Offender_Title» «Offender_ForeName» «Offender_Surname», was under the age of 18 years.

In accordance with our Juvenile Enforcement Procedure, we now enclose a Fixed Penalty Notice which is an opportunity for the matter to be dealt with without going to court.

Should «Offender_Title» «Offender_ForeName» «Offender_Surname» choose to pay the fixed penalty, the fee of £75 is due within 14 days of receiving this notice. This amount is reduced to £50 if paid within 10 days of receiving this notice.

The 14 day period will commence on the second working date after posting. A working day excludes a Saturday, a Sunday, New Year's Day, Good Friday, Christmas Day and any other English bank holiday'

An alternative to the fixed penalty notice is the option of a restorative justice litter pick session. This session is for a period of up to 3 hours and attendance of the whole session is required. If you agree to this as an alternative option to paying the fixed penalty notice then the whole session must be attended. Failure to attend the session or only part

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Modern, efficient services and a strong voice for North Somerset.*

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attendance will mean that the fixed penalty notice will still be valid and payment will be expected. Failure to pay the fixed penalty notice amount may result in prosecution.

Should you decide that «Offender_Title» «Offender_ForeName» «Offender_Surname» is to proceed with the litter pick session instead of paying the fixed penalty then please complete the restorative justice form and return to us within 14 days of the receipt of this letter.

Should you wish to discuss the content of this letter please contact us via the details above.

Yours sincerely

Note Enter digital signature of decision maker

#OURSPACE
Public Space Protection Orders

EXAMPLE

ENFORCEMENT POLICY

The service has a written enforcement policy, which includes the approach that we will take to ensure compliance with environmental protection law, you can view this policy by visiting our website www.n-somerset.gov.uk/pspo

This letter can be made available in large print, audio, easy read and other formats.

Documents on our website can also be emailed to you as plain text files.

Help is also available for people who require council information in languages other than English. For more information contact the sender of this letter.

The content of this communication is meant for disclosure to the intended recipient(s) only. If you have received this in error, please notify the sender and destroy the communication without copying it or forwarding it.

You should be aware that all communications received and sent by this council are subject to the Freedom of Information Act 2000

EXAMPLE

Notice	Fixed Penalty Notice «Notice_Number»	
Name	«Offender_Title» «Offender_ForeName» «Offender_Surname»	
Address	«Offender_Address_Line_1» «Offender_Address_Line_2» «Offender_Address_Line_3» «Offender_Town» «Offender_County» «Offender_Post_Code»	
Location of offence	«Notice_Issue_Location» («Notice_Area_Name»)	
Offence	North Somerset Council has reason to believe that on «Notice_Contravention_Date» at «Notice_Contravention_Time» you committed the offence as specified below, within the area of North Somerset Council. «Notice_Contra_Long_Desc»	
Fixed Penalty	<p>This notice offers you the opportunity to discharge any liability to conviction for the above offence by payment of a fixed penalty. If you pay the penalty of £75 within fourteen days no further proceedings will be taken. If you do not pay the fixed penalty within that time, you may be prosecuted for the offence described above and, if convicted, could receive a much larger fine; the maximum for the offence is £1000. You may pay the lesser amount of £50 if you do so within ten days of receiving this notice.</p> <p>The fourteen day period will commence on the second working date after posting. A working day excludes a Saturday, a Sunday, New Year's Day, Good Friday, Christmas Day and any other English bank holiday'</p>	
Officer	Name: Note Enter Name of decision maker Date: «Printed_Date»	North Somerset Council Civil Enforcement 01934 888030 fpn@n-somerset.gov.uk www.n-somerset.gov.uk/PSPO
Advice	If you do not understand the contents of this notice or would like to know more about it please contact us via the details above. If you would like to receive independent advice about the contents of this notice, your rights and obligations then please contact a solicitor or advice centre.	
How to Pay	By telephone on 01934 888030 24 Hours a day / 7 days a week. Card Payments Only Have credit/debit card details and Notice Number ready, the notice number can be found at the top of this page. Please note we do not accept Visa Electron or American Express Online at www.n-somerset.gov.uk/ By post (cheques and postal orders only) payable to North Somerset Council using the payment slip below (please note; post-dated cheques will not be accepted) Please allow 2 working days for 1 st class post and 5 working days for 2 nd class post In person at the Town Hall Monday to Friday 09:00-16:30	

..... **Payment Slip**

Fixed Penalty Notice	«Notice_Number»
Name
Address

.....
Telephone Number Email.....

Amount Paid Date

RESTORATIVE JUSTICE SCHEME – TO BE COMPLETED BY PARENT/GUARDIAN AS AN ALTERNATIVE TO PAYING AN FPN

Litter Picking

..... has agreed to pick up litter for 3 hours rather than pay a fixed penalty notice or be prosecuted.

Consent

Does the young person have any medical conditions, allergies or special needs that we should be aware of, if yes, please give details.

Emergency contact name and number:

.....
I give permission for to work with, and to be transported by the YOT and its representatives. I **do/do not*** give permission for YOT staff to administer basic medical treatment, (for example plasters, dressings, antiseptic cream). Should it become necessary for the young person to receive medical treatment and I cannot be contacted to authorise this, I **do/do not*** give my general consent to any necessary medical treatment and **authorise/do not authorise*** a representative of the YOT to sign any document required by hospital authorities.

(* Please delete as appropriate)

Name

Signature

Responsibility to Child.....

Date.....

Please note: There is in force a policy of insurance in respect of young people working with the Youth Offending Team (YOT), which through its employees and agents, will at all times take reasonable care of your child and his/her personal effects. If your child has an accident or suffers loss or damage to his/her personal effects, which is not as a result of lack of care on the part of the YOT, its employees or agents, the YOT will not be liable for damages or meet any expenses arising out of such loss or damage. Similarly, if your child incurs any liability towards a third party in respect, for example, of any injury caused by your child to that third party or damage caused to the third party's property, the YOT will not be responsible for this unless it can be shown to be at fault in some way.

Please return completed forms to

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EXAMPLE